



**WEINBERG
COLLEGE OF
ARTS & SCIENCES**

PETITION TO RECEIVE AN INCOMPLETE

Student Name			
7-Digit ID Number			
Home School		Grad Year	
Email Address			
Phone Number			
Petition Date			

The rules of the College specify that a grade of incomplete may be given when a student cannot complete assigned work because of unanticipated circumstances beyond personal control, typically in cases of incapacitating illness or family emergency.

A grade of X or Y will be given only if the instructor believes the student has a reasonable chance of passing the course by taking an examination or turning in the required work, or both.

- The grade of "X" indicates that a student will be absent from the final examination due to reasons beyond his/her control.
- The grade of "Y" indicates that a student will not be able to complete assigned work (other than a final examination) because of illness or other circumstances beyond personal control.

An incomplete should not be given when a student's work is outstanding because of negligence or because a student desires additional time to improve performance on one or more assignments. In cases of negligence, it is the professor's responsibility to determine what effect the uncompleted work will have on the student's grade. Professors should communicate with AccessibleNU if a student with a documented disability requests an incomplete as a reasonable accommodation for his or her condition.

To apply for one of these grades, a student must submit this form to the course professor. Weinberg students must meet with their College adviser and submit the form for review to **1908 Sheridan Road**. Non-Weinberg students must meet with their college adviser or dean and then submit the form to **1908 Sheridan Road** with appropriate documentation.

If a grade of X or Y is to be changed and credit established, the deficiencies must be completed by the date specified by the instructor, or before the end of the next quarter in which the student is in residence in any school of Northwestern, or within one year after the course was offered if the student is not in residence, otherwise credit is forfeited. Failure to complete the outstanding work by the deadline may impact a student's ability to obtain an incomplete in the future or result in a registration hold.

The agreement below describes the outstanding work as well as the time limit the student has to complete it:

COURSE INFORMATION

Department	Course No.	Course Title	Quarter	Year
Professor's Name			Current Grade in the Course	

COURSEWORK

I. Explain the reason for requesting this incomplete (e.g., illness, family emergency).	
II. Please specify work that will remain incomplete at the end of the quarter (e.g., term paper, two laboratory experiments, reading 3 books, final exam).	
IV. List the deadline to complete the coursework.	

STUDENT ATTESTATION

I agree to complete the outstanding work associated with the above named course by the date assigned by the instructor or the date listed by the University catalog. I understand that failure to complete the outstanding assignments by the due date can result in a zero being calculated in my final grade for the work.		
	Student Signature	Date

ADMINISTRATIVE SIGNATURES

Instructor (Please Print)	Instructor Signature	Date
College Adviser or Non-WCAS Dean (Please Print)	College Adviser or Non-WCAS Dean Signature	Date
Weinberg Dean (Please Print)	Weinberg Dean Signature	Date

For office use only:			
Date Received:		Date of Action:	Other Notes:
Circle Appropriate Action:		Approved Denied	
Circle Appropriate Grade:		X Y	