## INCOMPLETE GRADE PETITION FOR WEINBERG COLLEGE CLASSES

An incomplete grade in a Weinberg course is only appropriate for students who cannot complete a course because of unforeseen circumstances, typically in cases of incapacitating illness or a family emergency. To qualify for an incomplete, a student must have substantially engaged in the course throughout the entire quarter and be able to pass the course when the missing assessments are completed.

**Incomplete Grades as Accommodations or for Health Related Reasons**

Students who request incomplete grades for physical health reasons must go to Searle Health Center for treatment or provide their medical records to Searle for review. The unforeseen illness must be severe enough to significantly impact a student's ability to complete assignments or exams. Students with accommodations authorized by AccessibleNU for a documented disability should communicate with their instructors and ANU to discuss the appropriate extension. **Students requesting incompletes without verified documentation from Searle or ANU are not guaranteed approval.**

### Other Unforeseen Circumstances

Students who request incomplete grades for non-medical unforeseen circumstances must communicate the reason and provide documentation to substantiate the occurrence.

**Petition Process**

Any student who desires an incomplete must:
1. Request an incomplete grade from their instructor and gain their approval
2. Complete this petition and obtain a modified due date from the instructor for the outstanding work
3. Communicate with their college adviser
4. Submit the completed petition and all substantiating documentation to 1908 Sheridan Rd. for approval by the Assistant Dean of Academic Standing

**Deadline to Complete Work**

Students must complete the outstanding work by the earliest of the following dates:
1. The modified extension provided by the instructor or
2. Before the end of the next quarter in which the student is in residence in any school of Northwestern or
3. Within one year after the course was offered if the student is not in residence

**If the incomplete grade is not converted to a quality grade within one calendar year, the grade will be changed to an F per University policy.**

**PARTIALLY COMPLETED PETITIONS WILL NOT BE PROCESSED.**

### COURSE INFORMATION

<table>
<thead>
<tr>
<th>Department</th>
<th>Course No.</th>
<th>Course Title</th>
<th>Quarter</th>
<th>Year</th>
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<tr>
<th>Instructor’s Name</th>
<th>Percentage of Course Completed</th>
<th>Current Grade in the Course</th>
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### COURSEWORK

I. Explain the reason for requesting this incomplete (e.g., illness, family emergency).
II. Documentation submitted to substantiate request.

III. Outstanding assignments and/or assessments (e.g., term paper, final exam).
IV. List the deadline to complete the coursework.

*REQUIRED FOR APPROVAL*

### 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

<table>
<thead>
<tr>
<th>Instructor Signature</th>
<th>Date</th>
<th>College Adviser or Non-WCAS Dean (Please Print)</th>
<th>Date</th>
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Petition Status:  
(WCAS Dean Only) Approved Denied

Weinberg Dean Signature: __________________________ Date: ____________

Revised 9/2018