

INCOMPLETE GRADE PETITION FOR WEINBERG COLLEGE CLASSES

Student Name			
ID Number			
Home School		Grad Year	
Email Address			
Petition Date			

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 Grade Supported by 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 requesting incomplete grades without verified documentation from Searle are not guaranteed approval.**

Students with accommodations authorized by AccessibleNU for a documented disability should communicate with their instructors and ANU to discuss whether an incomplete grade is appropriate.

Other Unforeseen Circumstances

Students who request incomplete grades for other 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

Department	Course No.	Course Title	Quarter	Year
Instructor's Name		Percentage of Course Completed	Current Grade in the Course	

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

Instructor Signature	Date	College Adviser or Non-WCAS Dean (Please Print)	College Adviser or Non-WCAS Dean Signature	Date
Weinberg Dean Signature	Date	Date Received	Petition Status: (WCAS Dean Only)	Approved _____ Denied _____