

Chadron State College

Petition for Incomplete Grade

A student may petition for a grade of Incomplete only when the student has a justifiable reason for his or her inability to complete the course. This may include, but not be limited to, military activation after the 2nd week of the semester, significant and long-term illness which is documented by School Nurse and physician records, etc.

Failure to complete a course within the semester may impact Financial Aid eligibility. The student is encouraged to seek counsel from the Financial Aid Office prior to petitioning for an Incomplete.

Course Prefix	Catalog Number	Section Number	Term of Course
Course Title			Credit
Student Name		Student NUID#	Instructor
Reason for Incomplete:			

Grade for work completed thus far:

Date the instructor will submit the change of grade form to reflect the final grade earned by the student in the class (must be a letter grade; must be completed by the end of the next term):

*Along with this form, the instructor will need to attach the following:

1. Work to be completed by student, including how to figure final grade with the newly completed work (i.e. the number of points assigned, percentage of grade assigned, total points for the course).
2. A grading rubric or grading rubrics for the assignment(s) needing to be completed.

			Student		Date
				Signature	
Recommend	Yes	No	Instructor		Date
				Signature	
Approve	Yes	No	Dean		Date
				Signature	

Copies: Student
 Instructor
 Department Chair
 Registrar
 Financial Aid