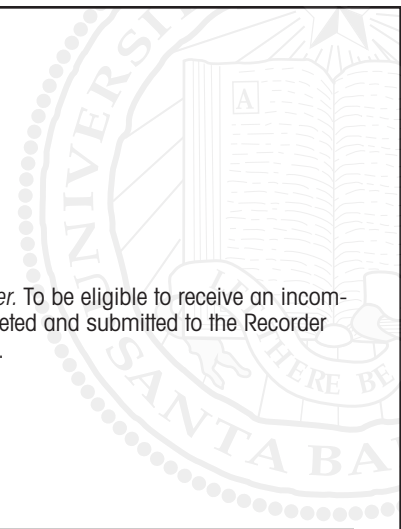


OPEN UNIVERSITY COURSE PETITION FOR INCOMPLETE GRADE

Completed original form must be submitted to the UCSB Extension Student Services Office by the last day of the quarter. To be eligible to receive an incomplete grade, the student's academic work to date must be of "passing quality" but incomplete. Work must be completed and submitted to the Recorder within three months from the end date of the course, whether or not the student is registered or the course is offered.



SECTION I (completed by the student—please print)

Name (first, m.i, last) _____

UCSB Extension Student # _____ Email _____

Quarter _____ Year _____

Course I.D. _____ Course Title _____

Enrollment Code/Session _____ Instructor _____

Reason for requesting incomplete _____

Graduate Student? Yes No
Indicate college Creative Studies Engineering Letters & Science

Student's Signature _____ Date _____

SECTION II (completed by the instructor at the time petition is filed)

Student's grade must be of passing quality to file an incomplete petition.

Student's grade to date: _____ Indicate nature of work to be completed: _____

Reason for Petition: _____

Percentage of the final grade to be based on work yet to be completed: _____ (cannot be 100%)

Date work must be submitted within the one quarter deadline: _____

Instructor's Name (printed) _____ Dean's Name (printed) _____

Instructor's Signature _____ Dean's Signature _____

Date _____ Date _____

The final grade must be reported on a Grade Change Report available at UCSB Extension: 893-7869, recorder@extension.ucsb.edu

OFFICE USE ONLY: Date Received _____ Final Course Date _____
Met qualifications for grade change: Yes No If not, why? _____