

# Petition for Grade of Incomplete

**Bethel University**

The grade "I" is given when students are unable to complete the course requirements in the regular time due to causes that are beyond their control and when approved by the instructor. Remaining work must be of a kind that can be done largely through independent effort of a student. Unless removed within eight weeks after the start of the next semester (Fall Semester or Spring Semester), the student will be given a letter grade for the course.

## TO BE COMPLETED BY STUDENT

**PLEASE PRINT:**

Student Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Campus Box: \_\_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Term: \_\_ Fall \_\_ Interim \_\_ Spring \_\_ Summer Year: \_\_\_\_\_ Instructor: \_\_\_\_\_

Reason for Incomplete: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

## TO BE COMPLETED BY COURSE INSTRUCTOR

If the work is not completed and submitted to the instructor by \_\_\_\_\_ (completion date), the grade to be recorded by the Registrar is \_\_\_\_\_. **If no grade is indicated, a grade of "F" is assumed.**

**Note:** The instructor must submit the final grade to the Office of the Registrar within one week after receiving work required to finish the course. If no grade is received within seven days of the completion date, the grade indicated above will be entered on the student's transcript.

Work required to complete the course: \_\_\_\_\_

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

***Instructor must return petition to the Registrar's Office when course grades are submitted.***