

UNDERGRADUATE PETITION FOR AND WORK TO REMOVE AN INCOMPLETE GRADE Troy University

NAME (Last, First, Middle/Maiden)

Social Security Number: _____
Location: _____
Home Phone: _____
Work Phone: _____

Course Number and Title: _____
Term Dates: _____
Instructor's Name: _____
Method of Payment: _____

A. Student Completes:

I hereby request that I be assigned a grade of Incomplete (I) for the course indicated above. My reasons for this request are:

(In order to justify a request based upon TDY commitments or illness you must attach a copy of orders or statements from doctor.)

I realize the implications of my being assigned in Incomplete grade according to the Plan of Work below. I further realize that it is my responsibility to contact the instructor. The deadline for completing the Incomplete grade **will not exceed the end of the following term**. All Incomplete grades are changed to F grades at the end of the following term if the proper change of grade forms are not received by that time.

Students Signature

Date

B. Instructor Completes: (Plan of Work)

I approve/disapprove (Circle one) your request to be assigned a grade of Incomplete.
Your estimated grade in this course to date is _____. In order to remove the Incomplete you must complete the following:

- A) ___ Test Required
- B) ___ Paper Required
- C) ___ Book Report Required
- D) ___ Independent Project
- E) ___ Other

No Yes Attach test in sealed envelope
(Test must be different from test administered in the classroom)
No ___ Yes ___ Title and Description

No ___ Yes ___ Title and Length

No ___ Yes ___ Subject, Length, Description

Instructor's Signature

Date

NOTE TO INSTRUCTOR: In no instance may required work be submitted later than eleven calendar months from the end date of the term in which the course was taken so that grading and submission of Change of Grade form may be completed.

My address for any correspondence regarding the removal of the Incomplete is:

Instructor's Signature

Date

Distribution: Records, Instructor, Student