

# SIMPSON COLLEGE

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## Petition for Incomplete Grade

Name \_\_\_\_\_ I.D.# \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Home Telephone \_\_\_\_\_ Campus Telephone \_\_\_\_\_ Campus Box \_\_\_\_\_

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Petition for incomplete grade in:

Term \_\_\_\_\_ Department \_\_\_\_\_ Catalog Number \_\_\_\_\_ Section \_\_\_\_\_ Title \_\_\_\_\_

Deadline for work to be completed \_\_\_\_\_  
(30 days into the next full semester)

Rationale for request:

I understand the requirements for this course must be completed within 30 days into the next semester, otherwise the grade will be changed to an "F".

**Student's signature** \_\_\_\_\_

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**Advisor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_ Pro-Forma approval

\_\_\_\_\_ Endorsed

\_\_\_\_\_ Denied

Rationale:

**Instructor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_ Pro-Forma approval

\_\_\_\_\_ Endorsed

\_\_\_\_\_ Denied

**Deadline for grade to Registrar's office** \_\_\_\_\_

Rationale:

**Office of Academic Affairs** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_ Approval of Petition

\_\_\_\_\_ Disapproval of petition

Rationale: