



Office of the Registrar
Registrar@saybrook.edu

PETITION FOR INCOMPLETE GRADE FORM

This form is for students who wish to request an Incomplete Grade. Submission does not guarantee approval and students should review the Incomplete Policy to determine their eligibility. An incomplete grade is given for circumstances beyond a student's control, such as a death in the family or serious illness, and only if at least 75% of the coursework has been completed. The following are not valid reasons for an Incomplete: A remedy for overload; Low grade to be raised with extra work.

INSTRUCTIONS: Please complete the below sections in full, obtain Instructor AND Department Chair approval before submitting the form to the Registrar's Office (registrar@saybrook.edu). The form should be submitted no later than the last day of the semester the Incomplete Grade is being requested for.

SECTION I: TO BE COMPLETED BY STUDENT

Student Name		Student ID	
Course Code	Course Title	Credits	
Reason for Request (attach additional pages if necessary):			
<i>By signing this form, I acknowledge that I have read and understand the Incomplete Policy (https://catalog.saybrook.edu/content.php?catoid=128&navoid=12918#grading-and-course-completion) as outlined in the Saybrook University Catalog.</i>			
Student Signature (Required)		Date	

SECTION II: TO BE COMPLETED BY INSTRUCTOR

The following coursework must be submitted to resolve the Incomplete Grade:
REQUIRED: Date by which coursework must be completed and submitted to the instructor (no later than 6 weeks after the semester end date):

SECTION III: APPROVALS BY INSTRUCTOR, DEPARTMENT CHAIR, VPAA

(All signatures must be obtained before submitting to the Registrar's Office.)

Instructor Name/Signature		Date	
Department Chair Name/Signature		Date	
Director of Research Name/Signature (if RES course only)		Date	
VPAA Name/Signature (if special approval required only)		Date	
FOR OFFICE USE ONLY			
Registrar's Office Processed		Date	