



160 Herrick Road
Newton Centre, MA 02459

PETITION FOR INCOMPLETE

Please complete the student section below and bring this form to your professor to sign. Then return the completed form to the Registrar, who will make copies of the completed form for you and your professor.

Please note: This form must be submitted to the Registrar, Suite 313, no later than the last day of classes for the term.

Date _____

Student ID _____

Name (last, first, MI) _____

Student degree program _____

Course code _____ Course title _____

Instructor's Name: _____

An Incomplete for the above-named student, for the above-named course, is requested for the following reason:

Please check one: ☐ Academic ☐ Medical

Explanation or additional information:

Student's signature _____

☐ Permission has been granted for the Incomplete requested.

Instructor's signature _____

All work for this course must be completed and submitted during the semester following that in which it was originally due. If a student requests an Incomplete for a fall semester course, he/she must complete and submit the outstanding work by the last day of the spring semester of the same academic year; if an Incomplete is requested for a spring semester course, the outstanding work must be submitted by the first day of fall semester classes; if an Incomplete is requested for a summer course, the outstanding work must be submitted by the last day of the fall semester. **Grades must be submitted by the instructor to the Registrar, Suite 313 (617-559-8642), by the end of the Incomplete period.**

If a student fails to submit the outstanding work to the instructor within the time frame outlined above, the Incomplete (I) will be irreversibly changed to a Permanent Incomplete (PI) by the Registrar. *No student will be allowed to register for new classes if they have more than one incomplete from the previous semester.*