



160 Herrick Road
Newton Centre, MA 02459

PETITION FOR INCOMPLETE

Please complete the student section below and bring this form to your instructor to sign. Then return the completed form to the Registrar.

Please note: This form must be submitted to the Registrar, Suite 313 or registrar@hebrewcollege.edu, no later than the end of the business day on the last day of classes for the semester.

SEMESTER _____

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 and date _____

Permission has been granted for the Incomplete requested.

Instructor's signature and date _____

Instructor's special instructions for completion date (optional; may indicate a different date from the default date in the policy below) _____

All work for this course must be completed and submitted no later than the end of business day on the last day of the next semester (i.e. by the last day of fall for a summer class, by the last day of spring for a fall class, by the last day of summer for a spring class). Instructors may require an earlier completion date, indicated above. Grades must be submitted by the instructor to the Registrar, Suite 313, registrar@hebrewcollege.edu, by the day on which grades are due in that semester. NOTE: Students who will be graduating must submit all work for an incomplete class no later than March 1 of the spring semester in which they are graduating and will not be permitted to take an incomplete in their final semester.

If a student fails to submit the outstanding work to the instructor within the designated time frame outlined above, the grade of "I" will be changed to a grade of F. Instructors may request that the Registrar enter a grade of PI, Permanent Incomplete, rather than a grade of F. No student will be allowed to register for new classes if they have more than one incomplete from the previous semester.