

UO ID _____ **Last Name** _____ **First Name** _____

UO Email _____ **Major** _____

Degree Level (check one): Masters Doctoral Certificate

Use this form to petition for removal of an incomplete grade that has not been converted into a passing grade within one (1) calendar year of the assignment of incomplete. **Fill in this form on the screen. Petitions are subject to a fee of \$15.00.**

Course Information:

CRN: _____ **Department:** _____ **Course Number:** _____ **Course Title:** _____

Term: _____ **Year:** _____ **Credits:** _____ **Grade Option:** Graded P/NP **Instructor:** _____

State clearly what requirements of the course were left to complete when the incomplete was assigned:

Please explain why you were unable to complete the requirements to remove the incomplete within one year:

Student Signature: _____ **Date:** _____

Instructor Statement of Support: Attach Completed Supplementary Grade Report

What grade have you assigned to this course? _____

Printed Name: _____ **Date:** _____

Signature: _____

Department Endorsement(s):

Printed name of Dean/Department Head/Director of Graduate Studies of Student's Major Department: _____

Signature: _____ **Date:** _____

Division of Graduate Studies Decision : Approved Denied

Signature: _____ **Date:** _____

Dean or Designee