

PETITION FOR GRADE CHANGE - REPORT OF MAKE UP OF INCOMPLETE

This Form Not To Be Used For Retroactive Withdrawal

Read instructions on back of form

Student ID Number

STUDENT

Type or Print

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Last Name

First Name

Middle Name

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Street Address _____ Apt. No. _____

City _____ State _____ Zip Code _____

Email _____ Phone _____

Semester Course Taken

Year

Subject

Course No.

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Section

Units

Course Title

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TYPE OF ACTION STUDENT IS REQUESTING:

Report of Make up of Incomplete

Petition for Grade Change

Date Submitted to Instructor _____

Previous Grade _____

Student's Reason for Requesting a Grade Change: _____

NOTE:

A Grade of Incomplete Will Not Be Changed After a Degree or Credential has been Awarded. See the Bulletin for details.

Plus or Minus Grades Will Not Be Awarded for Courses Taken Before Spring, 1979.

An Incomplete Must Be Completed Within One Calendar Year Immediately Following the End of the Term in Which it was Assigned.

If There Are Extenuating Circumstances and the One Year Limit Has Not Passed, the Student May Request an Extension of the One Year Limit through a Petition for Waiver of College Regulations.

Approved

Denied

New Grade

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Reason Approved or Denied:

Print Name of Instructor _____

Signature of Instructor _____ Date _____

ACTION BY DEPARTMENT CHAIR

Approved

Denied

Reason Approved or Denied:

Print Name of Department Chair _____

Signature of Department Chair _____ Date _____

Registrar's Office Use Only

Previous Grade

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New Grade

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MM/DD/YY Date Recorded

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SAN FRANCISCO STATE UNIVERSITY
PETITION FOR GRADE CHANGE - REPORT OF MAKE UP OF INCOMPLETE
INSTRUCTIONS

THIS FORM IS NOT TO BE USED FOR RETROACTIVE WITHDRAWAL

PETITION FOR GRADE CHANGE

STUDENT:

- Fill out the top portion of the form enclosed by the bold outline. Attach additional sheets or documents if necessary
- Indicate Type of Action Requested
- Insert the Previous grade in the assigned space
- Provide specific information when stating your reason for requesting a grade change
- Deliver the form and any attachments to the instructor who taught the course
- Access your student record on the Web for response to the Petition

INSTRUCTOR:

- Indicate Approved or Denied by checking the respective square
- Insert the new grade in the assigned space
- Briefly state the reasons for approval or denial
- Sign and date the form
- Forward the form and attachments to the department chair

DEPARTMENT CHAIR:

- Indicate Approved or Denied by checking the respective square
- Briefly state the reasons for approval or denial
- Sign and date the form
- **Forward Completed Original to Registrar, One Stop - Student Service Center Bldg - 101**

NOTE: A Grade of Incomplete Will Not Be Changed After a Degree or Credential has been Awarded. See the Bulletin for details.
Plus or Minus Grades Will Not Be Awarded for Courses Taken Before Spring, 1979.

REPORT OF MAKE UP OF INCOMPLETE

STUDENT:

An incomplete signifies that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. Within University guidelines, the instructor will determine the make up work and due date. When agreed upon make up work is completed by an agreed upon time:

- Fill out the top portion of the form enclosed by the bold outline including the date you submit the work
- Indicate Type of Action Requested by checking the respective square
- Submit the required work, the form and attachments to the instructor who taught the course
- If there is an urgency for the recording of the make up, request special processing from the department
- Access your student record on the Web for response to the Petition

INSTRUCTOR:

- Verify the date the work was submitted
- Indicate Approved or Denied by checking the respective square
- Insert a grade in the assigned space
- Sign and date the form
- Forward form and attachments to the department chair

DEPARTMENT CHAIR:

- Indicate Approved or Denied by checking the respective square
- Sign and date the form
- **Forward Completed Original to Registrar, One Stop - Student Service Center Bldg - 101**

Note: An Incomplete Must Be Completed Within One Calendar Year Immediately Following the End of the Term in Which it was Assigned. If There Are Extenuating Circumstances and the One Year Limit Has Not Passed, the Student May Request an Extension of the One Year Limit through a Petition for Waiver of College Regulations.