



Petition for Incomplete

A Petition for Incomplete is to be submitted to request approval for a deviation from established school policies. Failure to provide documentation at the time the Petition is filed will automatically lead to denial of the Petition. One policy exception may be requested per Petition. Incompletes are cautiously granted only after the student establishes that work is incomplete for a valid reason (i.e., lengthy illness, death in the family).

Procedure

- 1. Submitted petition must be typed or printed clearly with blue or black pen.
2. Student must provide a clear, complete statement of and justification for the request. Supporting documentation must be submitted with the Petition. Incomplete/unsupported petitions will be automatically denied.
3. Completed petition is to be submitted to the Registrar's Office with the \$55 petition fee. Petition will not be processed without payment of fee.
4. The date of the petition is recorded as the date the Registrar receives the petition. Normal processing time for a Petition is two weeks. The submitting of a petition does not automatically ensure the granting of the petition.

Name _____ Date _____ Student ID # _____
Day Phone _____ Cell Phone _____
Address _____ College _____ Seminary _____
City/State _____ Zip _____ Email Address _____
Course # _____ Course Title _____ Campus _____ Prof. _____

STATEMENT OF PETITION

REASON FOR PETITION

ACADEMIC COMMITTEE ACTION

Academic Committee Action: _____ approved _____ denied _____ deferred _____ letter sent

Remarks: _____

Payment Information

Credit Card Number _____ Exp. Date _____ Name on Card _____

Table with 7 columns: Petition #, Date Received, Received By, Amt. Received, Check #, Cash, Credit Card