

PETITION FOR AND WORK TO REMOVE AN INCOMPLETE GRADE
Troy University

	Social Security Number _____
	Location _____
	Home phone _____ Work Phone _____
NAME (Last, First, Middle/Maiden)	Course Number and Title _____
	Term Dates _____
	Instructor's Name _____
	Method of Payment _____

A. Student Completes:

I hereby request that I be assigned a grade of Incomplete (I) for the course indicated above. My reasons for this request are:

(In order to justify a request based upon TDY commitments or illness you must attach a copy of orders or statements from doctor.)

I realize the implications of my being assigned in Incomplete grade according to the Plan of Work below. I further realize that it is my responsibility to contact the instructor. The deadline for completing the Incomplete grade **will not exceed the end of the following term.** All Incomplete grades are changed to F grades at the end of the following term if the proper change of grade forms are not received by that time.

Student's Signature	Date

B. Instructor Completes: (Plan of Work)

I approve/disapprove (Circle one) your request to be assigned a grade of Incomplete. Your estimated grade in this course to date is: _____. In order to remove the Incomplete, you must complete the following:

___A) Test Required	No ___ Yes ___ Attach test in sealed envelope (Test must be different from test administered in the classroom)
___B) Paper Required	No ___ Yes ___ Title and Description _____
___C) Book Report Required	No ___ Yes ___ Title and Length _____
___D) Independent Project	No ___ Yes ___ Subject, Length, Description _____
___E) Other	No ___ Yes ___ Information needed to complete course _____ _____

DEADLINE FOR SUBMITTING ALL REQUIRED WORK: _____

Instructor's Signature	Date

NOTE TO INSTRUCTOR: In no instance may required work be submitted later than one term from the end date of the term in which the course was taken so that grading and submission of Change of Grade form may be completed.

My address for any correspondence regarding the removal of the Incomplete is:

	Instructor's Signature
	Date