



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: _____

Graduate School Decision : Approved Denied

Signature: _____ Date: _____
Dean or Designee