



PETITION FOR INCOMPLETE

Must be filed with the Registrar by the last Wednesday of the Term

SKSM Policy: Students are responsible for finishing their work within the term. Students may petition to take an incomplete no later than the last Wednesday of the term. Incomplete work is due by the third (3rd) Friday after the end of the term. The instructor is required to submit a new grade by the sixth (6th) Friday after the end of the term. The incomplete becomes an “F” if no new grade is received by the end of the sixth week.

Academic Year: _____ Term

Student Name:

Student Populi Barcode ID# _____
Student Legal Name if Different

Course Number: _____

Instructor Name:

Course Title: _____

<i>I understand the policy and agree to meet the required obligations and deadlines.</i>	Student Initials Here: _____
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Students: please email completed form to: Registrar@sksm.edu for signatures (see below for instructions).

NOTE: Incompletes may impact a student’s ability to access Financial Aid.

Save the completed form (including agreed upon due dates on page 2) as a PDF with the file name:

[YearTerm].[Petition for Incomplete].[Your first name last name]
(ex: 2021SP.Petition for Incomplete.Stu Learner).

Email the form to: Registrar@sksm.edu, and copy the instructor. The Office of the Registrar will obtain the necessary electronic signatures after the completed PDF form is received from the student.

Date Work Due: _____ (No later than the 3rd Friday after last day of the term)	Final Grade Due: _____ (No later than the 6th Friday after last day of the term)
Student's Signature:	Instructor's Signature:
Date: _____	Date:

Approval: _____	Date: _____
Signature of the Registrar (or Dean of Faculty if beyond six weeks)	