USF
School of Law
Office of the Registrar

University of San Francisco School of Law

Petition for Incomplete

Name _____ Class: 1, 2, 3, 4, LLM *(Circle One)* Division: Part-Time / Full-Time *(Circle One)*

Student ID Number: | | | | | | | | |

I hereby petition to receive an "incomplete" in lieu of a grade in the following course:

☐ Upper Level Research & Writing Requirement Instructor & CRN: _____

☐ Directed Research Instructor & CRN: _____

☐ Course: _____ Instructor & CRN: _____

(Course Title)

Current Semester: 20 ____ ____ ☐ FALL ☐ SPRING ☐ SUMMER

Reason: _____

_____

I understand that if I receive an "incomplete" in the foregoing course, I shall not receive unit credit for it for any purpose unless and until the course is satisfactorily completed.

I further understand that the course must be completed to the instructor's satisfaction and the grade received therefore on or prior to the last official day of the grading period for the next succeeding semester following that in which this "incomplete" is taken. In the event that a grade is not reported to the Registrar by said date, a grade of "F" (or "No Credit" as applicable) for this course shall be entered upon my official transcript of record.

The routing procedure for filing this petition is as follows: (1) Student signs form. (2) Petition must be approved and signed by Instructor. (3) Form is submitted to Assistant Dean by student and **filed no later than the last day of classes.**

_____ _____

Student Signature *Date*

Procedure:

1) Student must obtain instructors signature of approval.

_____ _____

Instructor *Date*

2) Student must submit signed form to assistant Dean Benhardt (KN 328) for her review/ final approval.

_____ _____

Assistant Dean *Date*

Deans' Conditions: _____

_____

_____

3) Assistant Dean will route to Law Registrar office wherein change will be processed.

Registrar Records Coordinator Signature: _____ Date Processed: _____

Course Work Completed/ Grade Received by: _____ Date: _____

Received _____ Initials _____ Processed _____ Initials _____