



Complete this petition and return to course instructor for grade. The department must forward this petition to the Office of the University Registrar. *Incomplete petitions or petitions returned by the student cannot be accepted.*

Verify your grade change through SISWeb.

Personal Information

Student ID Number _____ Email Address _____

Name _____

Local Address _____

City/State/Zip _____ Phone _____

College _____ Major _____

Undergraduate

Graduate

Are you a graduating senior? Yes No Are you currently registered? Yes No

Course Information

Complete the course information below. *Your petition cannot be processed without this information.*

Department _____ Subject Code _____ Course Number _____

CRN _____ Term _____ Units _____

Petition for Incomplete Grade Change

Instructor Use Only

Record grade, sign, and mail form to the Office of the University Registrar, 12 Mrak Hall. **Forms without a signature, grade, or date must be returned to the department and will delay updating the student's record.**

Do not give this form to the student. Petitions returned by the student cannot be accepted.

Date work was completed _____ Grade assigned _____

Instructor name (print) _____ Signature _____

Office Use Only

Keyed by _____ Date _____