



This form is for students who have experienced a situation such as extended hospitalization or death in immediate family. The policy regarding incomplete grades requires that the student has submitted at least 50% (by points) of the coursework. The student is to be notified within 48 hours of petition submission.

Student to complete

First Name: _____ Last Name: _____ Student ID: _____

E-mail Address: _____ Phone number: _____

Degree Program: _____ Course No. and Title: _____

Year: _____ Session: _____ Instructor's Name: _____

Student Signature: _____ Date: _____

Typed Signature is acceptable

Student to email petition to instructor using LAPU student account and attach documentation substantiating reason for petition (Use additional page for further explanation).

Student agrees to notify instructor when work has been resubmitted after petition approval.

Final course grade is calculated based on all work submitted by due date(s). See the full Incomplete Grade Policy in the Los Angeles Pacific University Catalog in the Academic Policy Section.

Instructor to complete

Assignments or exams needed to complete this course:

1. _____
2. _____
3. _____
4. _____

Approximate final grade if work is not completed: _____

Date to be Completed

Instructor Signature: _____ Date: _____

Typed Signature is acceptable

Instructor to forward to respective Assistant Dean

Assistant Dean to complete

Assistant Dean Signature: _____ Date: _____

Approved Denied Comments: _____

Assistant Dean to distribute to Registrar, E-learning and Instructor when complete.

Instructor to return completed petition form to student.

Incomplete Grade: Date in J1: _____ By: _____	Final Grade Change: Date in J1: _____ By: _____
--	--

Please provide a detailed explanation for the submission of this petition: