

Name (last, first)	
SIS ID#	
UVa ID#	
Computer ID	
Phone (local)	

ENGINEERING

UNDERGRADUATE PROGRAMS

GRADE DELAY PETITION

Instructions. Use this form to request a delayed grade (an "incomplete") in a single course. *Students and faculty should view this document as a contract that describes the terms under which the student will complete the requirements for a course.* Work with your instructor to fill in the required fields. Once you have secured all relevant signatures, submit the form to the staff in A-122 Thornton Hall. *Please type or print legibly.*

Do NOT use this form if:

- the student has more than 25% of the course material remaining to be completed
- the student has not presented evidence of extenuating circumstances
- the student has simply "fallen behind" in the course

This document represents an agreement between a course instructor and a student, in which the instructor allows the student to receive a grade of IN (incomplete). Per University policy, the IN grade automatically reverts to a grade of "F" 60 days after the end of the semester. Signatures below indicate agreement between the student and instructor about the course deliverables and due dates. If the student fails to submit the required work by the deadlines stated below, the instructor is under NO obligation to renegotiate this agreement or extend the deadline for submission.

Course Information

Class # (5 digits)	Subject Area	Course # (4 digits)	Class Section	Course Title	Var. Credits	Grade Option cr/nc- audit- grade
						/ /
						/ /

Work Required for Completion of the Course

Assignment	Due Date
1.	
2.	
3.	
4.	

Final deadline for submission of all course material: _____

For official use only

Signature indicates approval.			
Student:	_____	_____	_____
	(printed name)	(signature)	(date)
Instructor:	_____	_____	_____
	(printed name)	(signature)	(date)
Associate Dean:	_____	_____	_____
	(printed name)	(signature)	(date)