

**Simmons College
School of Social Work
Graduate Programs**

Please reference the Social Work Handbook when filling this out.

PETITION FOR AN INCOMPLETE

Name _____ Program _____

ID Number _____ Email _____

1. Completion of course work by the last day of the semester is essential. An instructor can use their discretion to grant an incomplete when the majority of the assignments and requirements have been successfully completed and when the student is unable to complete an assignment due to extenuating circumstances.

2. In permitting an incomplete, the instructor must establish a completion date no later than three weeks from the last day of classes or by the first day of classes of the following semester (including summer) whichever is earlier.

3. If the student completes the requirement(s) by the extension date, the grade of an "Incomplete" will be changed to a letter grade. If not the student will be assigned a grade based on the work completed to date.

Grade not submitted by the deadline will be converted to F.

Course Number, Section, and Title _____

Semester (Fall / Spring / Summer) _____ Academic Year _____

Request for extension until (Month / Day / Year) _____

State your reason for submitting this petition:

SIGNATURES OF APPROVAL:

Course Instructor _____ Date _____

Program Director _____ Date _____

_____ The above petition has been approved. The instructor must submit a grade to the Registrar's Office on _____ . If a grade is not submitted by this date, it will change to an "F".

_____ The above petition has been denied. A grade must be submitted to the Registrar's Office based on the work completed by _____ .

_____ The above petition has been tabled.

Comments:

_____ Date _____

SIGNATURE: Associate Dean