PETITION FOR AN INCOMPLETE GRADE

For Graduate Students in the following programs: Behavior Analysis, Children’s Literature, Education, Gender & Cultural Studies, Health Professions Education, History, Library and Information Science, Nutrition, Physical Therapy, and Public Policy. For other programs, please consult your Student Handbook or Program Director.

Student Information:

Student Name: __________________________ Simmons ID #: ______________

Program: ________________________________

Course Information:

Course Code: __________ Title: __________________________

Semester: _______________ Academic Year: _______________

Reason for Request:

________________________________________________________________

________________________________________________________________

________________________________________________________________

Outline of Course Work to be Completed:

________________________________________________________________

________________________________________________________________

Proposed Date of Completion: _________________

Date that the final grade will be submitted to the Office of the Registrar: _________________

Student’s Signature: ___________________ Date: __________

Instructor’s Signature: ___________________ Date: __________

Program Director’s Signature: _______________ Date: __________

Dean’s Signature: ________________________ Date: __________

Approved □ Denied □

Completed forms should be submitted to the Office of the Registrar at grades@simmons.edu.

*Grades not submitted by the above deadline will be automatically converted to an “F.”