



160 Herrick Road, Newton Centre, MA 02459
Phone: 617-559-8603, Fax: 617-559-8601, hebrewcollege.edu

PETITION FOR INCOMPLETE

Please complete the student section below and bring this form to your professor, who should sign the form. Then return the completed form to the Registrar, who will make copies of the completed form for you and your professor. Please note: This form must be submitted to the Registrar's Office, Suite 313, no later than the last day of classes for the term.

Date _____

Student ID _____ **Social Security Number** _____

Name (Last, First, MI) _____ **M** **F**

Student Degree Program _____

Course Code _____

Course Title _____

An incomplete for the above named student, for the above named course is requested for the following reason:

Please check one: Academic Medical

Signature of Student _____

Permission has been granted for the Incomplete requested above.

Signature of Professor _____

Signature of Adviser (for matriculating students) _____

All work for this course must be completed and submitted during the semester following that in which it was originally due. If a student requests an Incomplete for a fall semester course, he/she must complete and submit the outstanding work by the last day of the spring semester of the same academic year; if an Incomplete is requested for a spring semester course, the outstanding work must be submitted by the first day of fall semester classes; if an Incomplete is requested for a summer course, the outstanding work must be submitted by the last day of the fall semester. **All work must be submitted to the Assistant to the Provost, Suite 308.**

If a student fails to submit the outstanding work to the instructor within the time frame outlined above, the grade of "I" will be changed to a permanent "PI" by the Registrar.

A student is not allowed to "carry over" two or more Incompletes at the time of registration.