



Complete this petition and return to course instructor for grade. The department must forward this petition to the Office of the University Registrar. *Incomplete petitions or petitions returned by the student cannot be accepted.*

Verify your grade change through SISWeb.

**Personal Information**

Student ID Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Name \_\_\_\_\_

Local Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

College \_\_\_\_\_ Major \_\_\_\_\_

Undergraduate

Graduate

Are you a graduating senior?  Yes  No Are you currently registered?  Yes  No

**Course Information**

Complete the course information below. *Your petition cannot be processed without this information.*

Department \_\_\_\_\_ Subject Code \_\_\_\_\_ Course Number \_\_\_\_\_

CRN \_\_\_\_\_ Term \_\_\_\_\_ Units \_\_\_\_\_

Petition for Incomplete Grade Change

**Instructor Use Only**

Record grade, sign, and mail form to the Office of the University Registrar, 12 Mrak Hall. **Forms without a signature, grade, or date must be returned to the department and will delay updating the student's record.**

Do not give this form to the student. Petitions returned by the student cannot be accepted.

Date work was completed \_\_\_\_\_ Grade assigned \_\_\_\_\_

Instructor name (print) \_\_\_\_\_ Signature \_\_\_\_\_

**Office Use Only**

Keyed by \_\_\_\_\_ Date \_\_\_\_\_