DSPT STUDENT PETITION FOR INCOMPLETE
Must be filed by the last day of the term

DSPT Policy: Students are responsible for finishing their work within the term. A student who is unable to complete the coursework by the end of the semester may request a grade of “I” (Incomplete) by submitting this petition, with approvals, no later than the last day of the semester. Incomplete work for each course is due by the third Friday after the end of the semester in which the course is taken. Students should consult the school handbook for the complete policy information.

Student’s Name: ___________________________ DSPT ID# ___________________________

Day Phone: ___________________________ Email: ___________________________

COURSE INFORMATION
Academic Year: ___________ Term (Check): □ Fall □ Intersession □ Spring □ Summer

Course Number: _________________ Course Title: ________________________________

Instructor: ________________________________

Instructor School: ________________________________

I understand the DSPT Policy on Incompletes as stated in my student handbook and agree to meet the required obligations and deadlines:

Date Work Due: _________________

Student’s Signature: ___________________________ Date: _________________________

Final Grade Due: _________________

Instructor’s Signature: ___________________________ Date: _________________________

Approved By:

Dean’s signature: ___________________________ date: _________________________