

INCOMPLETE GRADE PETITION FOR WEINBERG COLLEGE CLASSES

Student Name			
ID Number			
Home School		Grad Year	
Email Address			
Petition Date			
Course Subject and Number			

An incomplete grade in a Weinberg course is only appropriate for students who cannot complete a course due to unforeseen circumstances, typically in cases of sudden illness or a family emergency at the end of the term. Incompletes are for work due AFTER the withdrawal deadline.

Students must:

1. Have substantially engaged in the course throughout the entire quarter;
2. Be able to pass the course when the missing assessments are completed;
3. Submit with this form documentation substantiating the occurrence that impacted the ability to complete work. Documentation should be in English. Include a syllabus for the class. (Combine documentation into one pdf. We do not accept screenshots or image files.)

See [Incompletes: Weinberg College of Arts and Sciences - Northwestern University](#) for more details.

Petition Process

1. Complete the student section of petition form, attaching syllabus and all supporting documentation. Please note: if you are requesting more than one incomplete, each course will need its own separate incomplete request form and documentation attached.
2. Have your instructor fill out their section of the form. You must discuss the incomplete with the instructor, and they will set a new deadline for completing the missing work.
3. Once your instructor returns the form, contact your College Adviser (if you are in WCAS) or your home school’s undergraduate dean’s office (if you are not in WCAS) for their signature
4. Attach the completed form, syllabus, and supporting documentation to an email to wcas-forms@northwestern.edu.

Please note - petitions are not automatically approved upon submission. Final approval rests with the Assistant Dean for Academic Standing.

Petitions cannot be reviewed until all materials are submitted. Petitions missing supporting documentation, adviser and professor signatures or approval emails, or that don’t have a new deadline listed, cannot be reviewed by the Assistant Dean for Academic Standing. Students are responsible for promptly submitting any missing information. Failure to respond may result in the denial of the request.

STUDENT SECTION

Department		Course Subject and Number			
Course Title		Quarter		Year	
Instructor Name					

REASON FOR REQUESTING THE INCOMPLETE - Please check one of the boxes:

Health-related matter - The unforeseen illness must be severe enough to significantly impact your ability to complete assignments or exams. If you visited NUMedicine (NU Student Health) or an urgent care, the provider can confirm your illness and make a note available to you through MyChart. Student Health will not write retroactive excuse notes; you must seek care while you are ill. Medical notes must be on letterhead and include dates of impact.

Family Emergency – _____
Please specify. Provide dated documentation of the emergency.

Other _____
Please specify. Provide dated documentation of this situation. If you are working with a support office on campus (OCR, OCS, SASS, e.g.) and would like us to contact that office for more information, please let us know.

STUDENT ATTESTATION:

I have discussed a deadline for completing the missing work with my instructor. I understand that my instructor will determine the final makeup date, typically during the next term, in accordance with University policies.

I understand that if this request is approved, it is my responsibility to follow up with the instructor to complete the missing work by the deadline. If I do not complete the work by that deadline, my instructor will be asked to submit a final grade with the missing work counting as a zero.

Student Signature		Date	
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INSTRUCTOR SECTION

For the student to request an incomplete, it must be possible for them to pass the class when the missing work is completed. If that is not the case, please submit the appropriate grade and inform the student an incomplete is not possible. *Please note: Incomplete petitions are solely requests - final approval rests with the Assistant Dean for Academic Standing.*

Please fill out the following:

Percent of the total coursework the student has completed	
Has the student been engaged in the class throughout the quarter	Yes _____ No _____
Optional comment	

Missing Assignment(s)/Assessment(s)	Percent towards the final grade	Original deadline(s) for missing work

Student's final grade if missing work is not completed.	
New deadline for completing the outstanding coursework:	
I have communicated the new deadline to the student?	Yes _____ No _____

By University policy, the student must complete the course and the grade must be changed no later than the end of the following term. You may also set an earlier date.

- I understand that if this request is approved and the student does not complete the assignment by the modified due date, I will be asked to submit the student's current final grade listed above.
- I understand that if I do not submit a change of grade, the student's grade will default to a final grade of F after one calendar year.

Instructor Signature	Date
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COLLEGE ADVISER/NON-WCAS DEAN'S OFFICE SECTION

- I confirm that I have discussed this request with the student.

Adviser Signature	Date
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WEINBERG DEAN SECTION

Petition Status (WCAS Dean only)	Approved _____ Denied _____
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Weinberg Dean Signature	Date
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