



Stevens Institute of Technology
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Office of the Registrar
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Incomplete (INC)/ Absent (ABS) Petition

Student Name: \_\_\_\_\_ Student Identification No.: \_\_\_\_\_-\_\_\_\_-\_\_\_\_\_

Period Covered: [ ] Fall [ ] Winter [ ] Spring [ ] Spring II [ ] Summer I [ ] Summer II 20\_\_\_\_

Course Number (include subject prefix): \_\_\_\_\_ Credits: \_\_\_\_\_

Course Title: \_\_\_\_\_

Name of Instructor: \_\_\_\_\_

I am petitioning the above named professor, my instructor in the above named course, for the grade of (check one) [ ] INC [ ] ABS.

I understand that the grade will be changed to F if I do not submit the completed work to the instructor before \_\_\_\_/\_\_\_\_/\_\_\_\_
MM / DD / YYYY

Approval Signatures:

STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

INSTRUCTOR \_\_\_\_\_ DATE \_\_\_\_\_

DEPARTMENT DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

DEAN OF UNDERGRADUATE ACADEMICS (UNDERGRADUATES) /DEAN OF GRADUATE ACADEMICS (GRADUATES) \_\_\_\_\_ DATE \_\_\_\_\_

REGISTRAR \_\_\_\_\_ DATE \_\_\_\_\_

NOTE TO THE STUDENT:

INC
The student must file a petition with the Registrar before the last class day of the semester. The petition must be on a form available from the Registrar and bear the signatures of the Student, Instructor, Department Director, and the Dean of Graduate Academics. Petitions are automatically rejected after the last class day of the semester.

ABS
The student must file a petition with the Registrar within thirty (30) days of the conclusion of the semester. The petition must be on a form available from the Registrar and bear the signatures of the Student, Instructor, Department Director, and the Dean of Graduate Academics. The Instructor may use ABS as an interim grade before the petition is filed.

NOTE TO THE INSTRUCTOR:

The Instructor is responsible for submitting a Change of Grade form for the above course upon completion of the requirements.