



STEVENS
 INSTITUTE of TECHNOLOGY
 THE INNOVATION UNIVERSITY

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Office of the Registrar
 registrar@stevens.edu
 http://www.stevens.edu/registrar

Incomplete (INC)/ Absent (ABS) Petition

Student Name: _____ Student Identification No.: _____

Term: Fall Winter Spring Summer I Summer II Year
 Year: 20____

Course Number (include subject prefix and section code): _____ 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.

For the INC grade ONLY, reason for petition: _____

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 A

maximum of 6 months for an **ABS** or 1 year for an **INC**, from the date of the end of the semester in which the **ABS/INC** grade is issued will be allowed. If after this time a final grade has not been entered, the Registrar will enter the grade of **F**. Extensions of Incompletes may be granted only with the approval of the Office of Undergraduate Academics or Office of Graduate Education.

Signatures:

STUDENT **DATE**

INSTRUCTOR **DATE**

Is the student in good standing in the course? Yes No

DEPARTMENT DIRECTOR **DATE**

OFFICE OF UNDERGRADUATE ACADEMICS (UNDERGRADUATES) / OFFICE OF GRADUATE EDUCATION (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 this form available from the Registrar and bear the signatures of the Student, Instructor, Department Director, and Office of Graduate Education.

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 this form available from the Registrar and bear the signatures of the Student, Instructor, Department Director, and Office of Graduate Education. 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.