

Petition to Resolve an Incomplete over One Year Old

(Use only for Incompletes earned prior to Fall 2022)

UO ID _____ Last Name _____ First Name _____

UO Email _____ Major _____

Degree Level (check one): ☐ Masters ☐ Doctoral ☐ Certificate

Use this form to petition to resolve an Incomplete grade that has not been converted into a passing grade within one (1) calendar year of the assignment of the Incomplete. **Fill in this form on the screen.**

NOTE: This form is only for Incompletes earned prior to Fall 2022. See Graduate Studies website for information about Incompletes from Fall 2022 or later.

Course Information:

CRN: _____ Department: _____ Course Number: _____ Course Title: _____

Term: _____ Year: _____ Credits: _____ Grade Option: ☐ Graded ☐ P/NP Instructor: _____

State clearly what requirements of the course were left to complete when the incomplete was assigned:

Please explain why you were unable to complete the requirements to remove the incomplete within one year:

Student Signature: _____ Date: _____
(Signatures must be hand-drawn or approval sent from UO email address)

Instructor Statement of Support: A Supplementary Grade Report (SGR) is also required; the SGR is an online form available at registrar.uoregon.edu

What grade have you assigned to this course? _____

Printed Name: _____

Signature: _____ Date: _____
(Signatures must be hand-drawn or approval sent from UO email address)

Department Endorsement(s):

Printed name of Dean/Department Head/Director of Graduate Studies of Student's Major Department: _____

Signature: _____ Date: _____
(Signatures must be hand-drawn or approval sent from UO email address)

Division of Graduate Studies Decision : ☐ Approved ☐ Denied

Signature: _____ Date: _____
Dean or Designee