

Petition for an Incomplete

Harvard University
Graduate School of Design

GSD Policy on Incompletes:

A grade of Incomplete cannot be issued until a Petition for an Incomplete has been signed and filed in the Office of Student Services. Petitions for Incompletes in studios must be approved by the program director and will be granted only for medical reasons. Petitions must be submitted prior to the last class meeting of the course. An incomplete must be completed no later than the last day of the examination period of the same term of the next academic year in which the student was enrolled (extended by the duration of a leave of absence), unless an earlier deadline has been agreed upon by the student and instructor. An incomplete that has not been completed by the deadline will become a permanent grade and will count toward deficiency units (see *Official Register*). An INC on a student's record at the time of graduation or withdrawal becomes a part of the student's permanent record.

Instructions to Student:

- Please print all the information requested below.
 - Obtain the necessary signatures and return to the Office of Student Services, Gund 422.
 - Deadline: see section on GSD policy above.
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Student Information:

Student name _____

Student ID # _____ Degree program and semester _____

Course for which Incomplete is Requested:

Course number _____ Term _____

Course title _____

Instructor _____

Nature of outstanding work and completion date _____

Reason for Incomplete Petition:

Medical (documentation from physician may be necessary, please see Laura Snowdon)

Personal (documentation of nature and duration of absence may be necessary, please see Laura Snowdon)

If requested by faculty or the Office of Student Services, a student may need to provide documentation for any of the above reasons.

Signatures:

Instructor _____ Date _____

Program Director (if studio) _____ Date _____

Student _____ Date _____

Assoc. Dean for Student Services _____ Date _____