



## STUDENT PETITION FOR INCOMPLETE GRADE

Before completing this form, carefully review the Incomplete policies and procedures of the MPH Handbook:

<https://sph.unc.edu/students/gillings-school-student-handbook/>

Name (Last, First, Middle Initial): \_\_\_\_\_

PID: \_\_\_\_\_ Email: \_\_\_\_\_ Program: \_\_\_\_\_

Concentration: \_\_\_\_\_ Anticipated Graduation Term: \_\_\_\_\_

Academic Coordinator: \_\_\_\_\_ Faculty Mentor: \_\_\_\_\_

Course Number & Section: \_\_\_\_\_ Term/Year: \_\_\_\_\_ Instructor \_\_\_\_\_

Explanation for Request(s):

Outstanding Assignment(s):

Work will be completed by \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy) Instructor Decision:  Approve  Deny

By signing below, I agree to complete the outstanding work/assignments detailed above by the course instructor approved due date(s). If I do not, I understand my currently assigned course grade of IN will remain on my permanent academic record and failure to complete the outstanding assignments within one year following the semester in which the IN grade is assigned will result in an automatic assignment of an "F\*" grade for the course, and will result in becoming academically ineligible to continue in the MPH program.

Furthermore, I understand that grades will only be updated in ConnectCarolina periodically. Therefore, I can expect a delay between submitting the last of my outstanding assignments and earning a permanent grade for the course.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Lead Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Upon instructor review and approval/denial, please return the petition to the student for submission to the Academic Coordinator.