

- Incomplete Grade
 Extension of an Incomplete Grade

All sections of this form must be fully completed for the petition to be reviewed.

STUDENT INFORMATION

Name: _____ Student ID# (or Soc. Sec. #): _____
Address: _____ Telephone: _____
Email: _____ Other Phone: _____
Advisor: _____ Program: _____

INFORMATION TO BE COMPLETED BY STUDENT AND INSTRUCTOR

Term: Summer Fall Spring _____ Year

Course No./Title: _____ Instructor: _____

Outline the student's responsibilities for meeting course requirements:

Date when student submits all work to the instructor: _____

Date when final grade is due in the Registrar's Office: _____

Signatures: The signature of the instructor signifies approval of this petition.

Student Signature/Date

Instructor Signature/Date

Program Director/Date*

**Program Director signature only needed for an extension of an incomplete grade. Signature indicates approval. If the Program Director is the course instructor, then the Department Chairperson's signature is required.*

SPECIAL NOTES AND FURTHER INSTRUCTIONS

- If a final grade is not submitted by the deadline, AND there is no petition on file in the Graduate Office approving an extension of an incomplete grade deadline, THEN the grade of "F" will be assigned by the Registrar's Office. Deadlines are listed on the Graduate Studies Academic Calendar.
- All course requirements must be successfully met, including resolution of "I" grades, in order to participate in commencement exercises.
- The instructor will distribute the copies of this form as indicated below.
- An extension of an incomplete grade should only be allowed for **extremely serious circumstances**. The work must be completed and a grade must be reported no later than the end of the semester following the issuance of the original "I" grade (i.e. an extension of an "I" grade issued in the Fall semester would be due by the end of the Spring semester). Granting of an extension is at the discretion of the Instructor and Program Director.