PETITION FOR EXTENSION OF INCOMPLETE GRADE

Faculty: Students are eligible for one incomplete extension. The Registrar’s Office will log the form and submit the form to the Office of the Provost for signature. If the petition for extension is denied, the Registrar will notify the instructor and student.

STUDENT’S NAME: ________________________________________________________________
Student’s ID#___________________________________Email:________________________________
Day Phone: ________________________________ Evening Phone: ________________________________

Course Information:
Course Name: ___________________________________________ Current Grade: ___________
Course Number: ___________________________________________Term/Year: __________________
New Due Date:  Month ___________ Day ___________ Year ___________

JUSTIFICATION FOR INCOMPLETE EXTENSION:

THE STUDENT MUST ATTACH A SEPARATE DOCUMENT WHICH INCLUDES THE FOLLOWING:

1) THE REASON FOR THE INCOMPLETE EXTENSION
2) THE WORK REMAINING TO BE COMPLETED
3) ANY SUPPORTING DOCUMENTATION

By means of this petition, the student and the instructor agree that the student’s work will be submitted for grading no later than the new due date listed above. If work is not completed, the Incomplete grade will be changed to a permanent “F” grade. A change of grade form will be submitted to the Registrar’s Office no later than two weeks after the new deadline.

Student Name (Print) ___________________________________________________________________
SIGNATURE OF STUDENT: ___________________________ DATE: ___________________

Approval:

Instructor’s Name (Print) ___________________________________________________________________
Instructor’s Signature ___________________________ Date __________________
Office of Provost Signature: ___________________________ Date __________________