Incomplete Grade Extension Petition

See Incomplete Grade Petition for Senate Regulations concerning incomplete grade extensions.

Section I: To be completed by the Instructor of Record or Department Representative

Print Only

Student’s Name ________________________________________________________________________

Last                                                          First                                                               Middle

PERM number _____________________           Major _________________________________________

Course Information _____________________________________________________________________

Subject                              Number   Enrollment Code

Quarter ___________________ Year ________________ ________________________________________

Instructor of Record

Requested By _________________________________________________________________________

Department Representative     Extension

The required work is expected to be finished:

Fall __________ Winter __________ Spring __________ Summer __________

Year              Year           Year                                                   Year

_________________________________________ ________________

Instructor Signature      Date

Section II: To be complete by the Office of the Registrar

Incomplete grade extension request verified and processed

Initials /Date

Not processed because no Incomplete Grade Petition on file with Office of the Registrar

Initials/Date

Not processed. Returned for clarification. Reason: ________________________________