STUDENT PETITION FOR EXTENSION OF AN INCOMPLETE

* FORM MUST BE SUBMITTED TO THE INSTRUCTOR PRIOR TO THE END OF THE YEAR THE "I" GRADE WAS GRANTED.

STUDENT INFORMATION

Name: _____ **Student ID:** _____
Last First M.I.

Address: _____
No. & Street City State Zip Code

Phone: _____

College:_____ **Dept. & Course #:**_____ **Title:**_____ **Code:** _____
i.e.: NUTR 010 *i.e.: Nutrition* *i.e.: M1234*

Semester: ☐ Summer ☐ Fall ☐ Spring **Year:** _____

I need an extension because**:** _____

_____

_____

Student Signature: _____ Date: _____

INSTRUCTOR USE ONLY

Extension Approved: ☐ Yes ☐ No

Instructor Name: _____ Date: _____

Instructor Signature: _____ Date: _____

ADMISSIONS AND RECORDS USE ONLY

Processed by: _____ Date: _____

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Academic work which is incomplete for unforeseeable emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. Conditions for removal of the "I" shall be stated by the instructor in a written record which shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student, with a copy on file with the District Office of Admissions & Records until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" may be made up no later than one year following the end of the term in which it was assigned. A time extension beyond one year, but not to exceed one semester, may be granted by petition. The "I" symbol shall not be used in calculating units attempted, or for grade points.

Instructions:

1) Student completes the "Student Information" section of the form and submits it to the instructor for approval.
2) Upon approval, the instructor must submit the *Student Petition for Extension of an Incomplete* form promptly to the Admissions and Records Office on campus for processing.