

Undergraduate Petition to Extend an Incomplete (I) Grade

An Incomplete grade from a fall semester must be completed at least 30 days before the first day of classes of the following fall semester; an Incomplete grade from a spring semester or summer session must be completed at least 30 days before the first day of classes of the following spring semester. If you cannot finish by the deadline you may request an extension from your instructor before the completion deadline. The instructor is under no obligation to grant the extension but if the instructor agrees on a new completion date, this petition must be submitted to your Engineering Student Services Adviser.

This petition **will not** be accepted unless it is submitted to your ESS Adviser directly via email from the instructor or in a sealed departmental envelope with the signature of the course instructor on the petition.

PLEASE NOTE: The Dean grants an extension with the expectation you will complete the course by the new deadline. You should not request an extension beyond the last day of the term in which you plan to graduate, that is, all the course work must be completed at least 30 days before the last day of finals for that term. If your intention is to extend the Incomplete in order to make a request to retain the Incomplete permanently ("freeze it"), your request for a freeze will be denied. Once an extension is granted, you will not be allowed to freeze the Incomplete.

_____	_____	_____	_____
Name	Student ID	Phone Number	Date
_____	_____	_____	_____
Street Address	City	Zip	
_____	_____	_____	
Department Name and Course Number	Term and Year Taken	Instructor	

This portion is to be completed by the instructor of record:

I have spoken to the above named student regarding: _____
Course Name & Number

I have agreed to extend the deadline for completing the Incomplete until: _____
MM/DD/YY

_____	_____	_____
Today's Date	Instructor's Signature	Phone Number

FOR OFFICE USE ONLY

_____	_____	_____
Date Received	Dean's Representative	OR Notification Date