

## End of Semester Petition for Incomplete



Student : \_\_\_\_\_ Mailbox: \_\_\_\_\_ Date: \_\_\_\_\_

Semester: \_\_\_\_\_ Course No./Title: \_\_\_\_\_

To Instructor \_\_\_\_\_:

I am requesting an extension for the assignment(s) listed below because of:

- \_\_\_ illness
- \_\_\_ funeral
- \_\_\_ family emergency
- \_\_\_ school related activity
- \_\_\_ work
- \_\_\_ athletics
- \_\_\_ other \_\_\_\_\_

Assignment(s):

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*I understand that if the extension is granted I will receive an "I" (incomplete) for my semester grade and must turn in the assignments by the due date assigned by the professor or receive a failing grade for the assignments. I must also pay a \$50 fee for late completion.*

Signature: \_\_\_\_\_

### Instructor Use:

- Extension is granted.  
Assignments are due by \_\_\_\_\_.  
(No later than 4 weeks from the last day of the semester)
- Extension is not granted.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructor returns the original copy to the registrar's office. (Fall 2009 version)**  
**(Copies returned to the instructor and student on \_\_\_\_\_.)**