

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):

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 _____.)