

Public Policy

Petition for Extension for Removal of Incomplete Grade

The grade "I" (incomplete) is a provisional grade which denotes that a student's work was of passing quality but incomplete to finalize grade. The grade and units of "I" may be replaced if the work is completed as specified by the instructor prior to the end of the following quarter. When a course graded "I" has not been successfully completed after one additional quarter or by the time the student is ready to graduate, whichever is less, it will be replaced by a grade of "F," or by "NC" if the course were taken on a "S/NC" basis. The appropriate dean may extend the time for successful completion when he or she considers that circumstances warrant it, provided the request is received before the grade "I" is changed to "F" or "NC."

Name: _____ SID: _____ Major: _____ Phone: _____

Course (i.e. PBPL 001): _____ Quarter: _____ Year: _____ Instructor: _____

Date work will be completed: _____

Approvals:

Instructor:	Date:
Associate Dean:	Date:

Comments: