PETITION TO RECEIVE AN INCOMPLETE ("I" GRADE)

In order to receive an Incomplete ("I" grade), the student and instructor must complete and submit this form before the start of finals. Student and Instructor must agree on due date for incomplete work to be submitted. For prompt submission, this form may be faxed to 916-577-2240, Attention: Assistant Registrar.

To be completed by Student:

- I understand that if I fail to complete the work within the time limit, the grade for the course will become an "F" and I must repeat the course at my own expense.
- I am submitting documentation of my circumstance from a medical professional, insurance claim, police, etc. with this form.
- I have maintained a copy of this form for my records.

Please explain below the reason for this petition:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Date work is due to Instructor ___________________________ Student’s Signature
(cannot be more than 10 weeks from the end of class)

To be completed by Instructor:

Instructor Name ___________________________ Course # ___________________________ Course Name

Please list the incomplete work that must be submitted:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Date revised grade is due to Registrar ___________________________ Signature of Instructor of Record
(one week after date work is due to Instructor)

FOR OFFICE USE ONLY:

Petition Granted ___________________________ Petition Denied ___________________________

Official Signature ___________________________ Date ___________________________

$35 Processing Fee