**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.

<table>
<thead>
<tr>
<th>Printed Student Name</th>
<th>Student Signature</th>
<th>Today's Date</th>
</tr>
</thead>
</table>

Please explain below the reason for this petition:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Date work is due to Instructor

(cannot be more than 10 weeks from the end of class)

<table>
<thead>
<tr>
<th>Student’s Signature</th>
</tr>
</thead>
</table>

**To be completed by Instructor:**

<table>
<thead>
<tr>
<th>Instructor Name</th>
<th>Course #</th>
<th>Course Name</th>
</tr>
</thead>
</table>

Please list the incomplete work that must be submitted:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Date revised grade is due to Registrar

(one week after date work is due to Instructor)

<table>
<thead>
<tr>
<th>Signature of Instructor of Record</th>
</tr>
</thead>
</table>

**FOR OFFICE USE ONLY:**

<table>
<thead>
<tr>
<th>Petition Granted</th>
<th>Petition Denied</th>
</tr>
</thead>
</table>

Official Signature

Date

☐ $25 Processing Fee