



WILLIAM JESSUP
UNIVERSITY

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.

Printed Student Name

Student Signature

Today's Date

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)

Student's Signature

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
(one week after date work is due to Instructor)

Signature of Instructor of Record

FOR OFFICE USE ONLY:

Petition Granted _____

Petition Denied _____

Official Signature _____

Date _____

\$25 Processing Fee