PETITION TO RECEIVE AN INCOMPLETE ("I" GRADE)

In order to request an Incomplete ("I" grade), the student and instructor must complete and submit this form by the day the final is due, the first night of the next course. 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:

Student Name ___________________________ Today’s Date ___________________________ Cohort ___________________________

- 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.

Please explain below the reason for this petition:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Date work is due to Instructor ___________________________ Student’s Signature ___________________________
(can not be more than 5 weeks from the end of class)

To be completed by Instructor:

Instructor Name ___________________________ Course # ______ Term ______ Course Name ___________________________

Please list all incomplete work that must be submitted:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Date revised grade is due to Registrar ___________________________
(two weeks after student submits paperwork) Signature of Instructor of Record ___________________________

FOR OFFICE USE ONLY:

Petition Granted ___________________________ Petition Denied ___________________________

DCP Program Director ___________________________ Date ___________________________

$25 Processing Fee. Effective July 1, 2006. Subject to change without notice.