PETITION TO RECEIVE AN INCOMPLETE ("I" GRADE)

In order to be considered for 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 to faculty, no later than 5 weeks from the end of class. Petition will be reviewed by DCP Office. Student and faculty will receive a copy of the form once granted or denied. For prompt submission, this form may be faxed to 916-577-2230, Attention: DCP Office.

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 ___________
(cannot 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 _______________ Signature of Instructor of Record ___________
(two weeks after student submits paperwork)

FOR OFFICE USE ONLY:

Petition Granted ___________________________ Petition Denied _______________

DCP Program Advisor _________________________ Date __________________________

$30 Processing Fee. Effective July 1, 2008. Subject to change without notice.