Petition to Receive an Incomplete ("I" Grade)

SPS
SCHOOL OF PROFESSIONAL STUDIES
William Jessup University

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 SPS Office. Student and faculty will receive be notified once granted or denied. For prompt submission, this form may be faxed to 916-577-2230, Attention: SPS Office.

To be completed by student:

_____	_____	_____
Student Name	Today's Date	Cohort

Please explain below the reason for this petition:

_____
_____
_____
_____

- 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.

_____	_____
Date work is due to Instructor *(cannot be more than 5 weeks from the end of class)*	Student's Signature

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_____

SPS Program Advisor _____ Date_____

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

Revised 6/5/09