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 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 _______________________________  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 _______________________________

SPS Program Advisor ______________________________________  Date _______________________________

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