

PETITION TO TAKE AN INCOMPLETE

*This petition must be filed in the Office of the Registrar of the student's school no later than the last day of the term.
Please consult Extended Calendar or your Registrar for these dates.*

Common Policy: Students are responsible for finishing their work within the semester. Students must petition to take an incomplete no later than the last day of the semester. Incomplete work is due by the third (3rd) Friday after the end of the semester. The instructor is required to submit a new grade by the sixth (6th) Friday after the end of the semester.

I, _____, request that I be allowed to take an
Student's Full Name

Incomplete in _____
Course Number and Title

Taught by _____
Instructor

Fall
 Intersession
 Spring

I understand the GTU Common Policy on Incompletes as printed above and accept the obligation of submitting my work on the due date, which is Friday, _____
Month/Day

Signature of Student

Month/Day/Year

*I agree to allow the student above to take an Incomplete in the course listed. I understand that I am to submit a new grade report for the student no later than Friday, _____
Month/Day*

Signature of Instructor

Month/Day/Year

DEAN'S APPROVAL

Signature of Dean of Student's School

Month/Day/Year

STUDENT PLEASE NOTE:

ONCE THIS FORM IS COMPLETED AND ALL SIGNATURES HAVE BEEN OBTAINED, YOU ARE RESPONSIBLE FOR DISTRIBUTING ONE COPY TO THE REGISTRAR OF YOUR SCHOOL OR THE CONSORTIAL REGISTRAR AND ANOTHER COPY TO THE INSTRUCTOR. YOU SHOULD KEEP A COPY FOR YOURSELF.