UNIVERSITY of
NORTHERN COLORADO

Print Form

Petition to Extend the Incomplete Deadline

Incomplete Policy: The work is to be completed and the official grade change received in the Registrar's Office by the last day of the next term. If the grade has not been submitted within the time limit, the "I" is recorded and computed as an "F" in the student's grade point average. S/U graded courses are recorded as U.

The petition to extend the time limit for an Incomplete must be submitted to the Registrar's Office prior to the date on which the Incomplete is due.

Student Name _____ Bear Number _____

Address _____ City _____ State _____ Zip _____

Course Prefix _____ Course Number _____ Course Section _____ Term _____

I am submitting a petition to request additional time to the above stated Incomplete Policy. I am unable to complete the assigned work within the given time period for the followings reasons:

Student signature _____ Date _____

The above named student was unable to complete the requirements for the following course by the deadline established by University policy. I am therefore ◯ recommending ◯ not recommending an extension for the following reasons:

A grade will be submitted to the Registrar's Office by this date: _____

Faculty signature _____ Date _____

School director signature _____

☐ Approved ☐ Denied

Registrar's Office signature _____ Date _____

3/31/09