INSTRUCTIONS
PETITION FOR EXTENSION OF THE INCOMPLETE DEADLINE

1. The "Petition to Request an Extension of the Incomplete Deadline" form is to be completed by both the student and the instructor and signed by the School Director before being returned to the Registrar's Office.
2. The student needs to indicate as completely as possible the reasons justifying an exemption to University policy. Conditions that are not indicated on the petition form are not able to be taken into consideration and may result in a negative decision. Use the back of the form as necessary.
3. The instructor needs to verify the conditions the student indicates as reasons for an exception and should indicate whether or not the exception is recommended. A final date should be indicated for the completion of the required work and the grade returned to the Registrar's Office. This date should be realistic since another extension will not be granted.

The petition will be considered as soon as possible after it is received and both the instructor and the student will be notified regarding the decision.

Any further questions contact the Registrar's Office 351-1846.