



## Petition for Incomplete

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

This form must be filed with the student's Registrar by the final day of the academic term.

Common Policy: Students are responsible for finishing their work within the term. Students must petition to take an incomplete no later than the last day of the term. Incomplete work is due by the third (3rd) Friday after the end of the term. The instructor is required to submit a new grade by the sixth (6th) Friday after the end of the term. The incomplete becomes an "F" if no new grade is received by the end of the sixth week. Students should consult their school handbook for any variation to this Common Policy.

Academic Term & Year \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Instructor School: \_\_\_\_\_

|   |                   |
|---|-------------------|
| I understand the GTU Common Policy on Incompletes as printed above and any variations stated in my school bulletin. I agree to meet the required obligations and deadlines. | _____<br>Initials |
|---|-------------------|

Date Work Due: \_\_\_\_\_  
(Latest date: 3rd Friday after the end of term)

Final Grade Due: \_\_\_\_\_  
(Latest date: 6th Friday after the end of term)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval:

Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_