

PETITION TO TAKE AN INCOMPLETE

Must be filed with the Registrar of the student's school by the last day of the 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 Year: _____ **Term (Check):** Fall Intersession Spring Summer

Student's Name: _____ **ID Number:** _____

Course Number & Title: _____

Instructor: _____ **Instructor's School:** _____

I understand the GTU Common Policy on Incompletes as printed above and any variation to the Common Policy that may be in effect at my school of affiliation. I accept the obligation of submitting my work no later than the third (3rd) Friday after the end of the term.

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Date Work Due: _____
(No later than the 3rd Friday after last day of the term)

Final Grade Due: _____
(No later than the 6th Friday after last day of the term)

Student's Signature

Instructor's Signature

Date

Date

Approval:

Signature of Dean of Student's School

Date