



Petition to Extend Incomplete Deadline

Dean's Office, 202 Life Sciences (530) 752-0410

A student is given three registered quarters to complete an Incomplete Grade before it turns into an "F". If more than the three quarters is necessary to finish the work for an Incomplete Grade, a petition to extend the deadline needs to be completed by the student with a recommendation indicated by the instructor on the petition. The Chair of the Department can sign if the instructor is not available. The petition must be submitted to the Dean's Office and is then evaluated by a committee.

Name _____ ID _____
Local Address _____ City _____
State _____ Zip _____ Telephone _____ Email _____
Major _____
Course _____ Quarter/Session of enrollment _____

Request:
To extend the incomplete grade deadline to the end of _____, _____:
Quarter/Session Year

Student Signature _____ Date _____

*Only one extension allowed per student.

Reason for request: _____

Instructor Recommendation

(If instructor is not currently teaching at UCD, please obtain a signature from the department/program chairperson)

Action Recommended Action Not Recommended

Comments: _____

Instructor or Chair Signature _____ Date _____

For Office Use Only
Dean's Action: Approved _____ Denied _____ Deferred _____
Comments _____ _____ _____
Dean's Signature _____ Date _____