

Instructions

Do not hand write - Must be typed

This form is to be used only for extending the time limit for removal of report-in-progress (RP) grades by graduate students. The course can be either a graduate or undergraduate course. To extend the time limit for removal of incomplete (I) grades, please use the Graduate Petition for Extension of Time Limit for Removal of Incomplete Grade form, available at <http://www.sjsu.edu/gape/forms>. Petitions for a maximum two-year extension of reports-in-progress grades must be submitted prior to the end of the semester the report-in-progress grade was due to be cleared.

1. Present this petition to the course instructor (or to the department chair or school director in the absence of the instructor).
2. If approved by the instructor, present to the chair or director of the department or school in which the course was taken.
3. Submit to the Registrar's Office at the R counter in the Student Services Center.

Student Information

Last Name	First Name, M.I.		
Student ID	Previous Name (if any)		
Current Address	City	State	Zip
Daytime Phone	Email Address		

Semester and Year Original RP was Given

Course Prefix and Course No. (e.g., NURS 297)

Course Title

Briefly state the reasons for your request for the extension of time

To Be Completed By Instructor Only

Instructor is extending the time limit for removal of "RP" (maximum of two more years for 298 and 299, one more for other courses) to the end of

Semester/Year or Date

Required Signatures

Student Signature	Date		
Course Instructor (print)	Approved	Denied	
Course Instructor (signature)	Date		
Department Chair (print)	Approved	Denied	
Department Chair (signature)	Date		