



San José State University
Graduate Admissions &
Program Evaluations
(GAPE) Extended Zip 0017

Graduate Petition for Extension of Time Limit for
Removal of Report-in-Progress Grade

Student Last Name

Student First Name, M.I.

Student ID

Previous Name, if any

Home Street Address

City, State, Zip Code

Daytime Phone

Email Address

Required Signatures

Student Signature
Date

Approved Denied
Course Instructor (print)
Course Instructor (signature)
Date

Approved Denied
Department Chair (print)
Department Chair (signature)
Date

INSTRUCTIONS
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 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 in the absence of instructor).
2. If approved by the instructor, present to the chair of the department in which the course was taken.
3. Submit to the registrar at the R counter in the Student Services Center.

Date Semester and Year
Original RP Grade was Given
Department and Course no.
Course Title

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

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 and Year