

Instructions

Do not hand write - Must be typed

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

Course Prefix & Catalog No. (e.g., Biol 255E)

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 "I" (maximum of one more year) to the end of _____ Semester/Year or Date

Student's grade without incomplete assignments

Required Signatures

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