



SAN JOSÉ STATE UNIVERSITY

Office of the Registrar One Washington Square San José, CA 95192-0009

Petition for Extension of Time Limit for Removal of 'I' Grade or 'RP' Grade in Departmental 299/ 298

Policy: Petitions for a maximum one-year extension must be submitted prior to the end of the semester the 'I' grade was due to be cleared.

Note: 'I' = Incomplete, 'RP' = Report in Progress

Instructions:

- 1. Present this petition to Instructor (or to the Department Chair in the absence of Instructor).
2. If approved by Instructor, present to the Department Chair in which the course is taught.
3. Sign before submitting to the 'R' Counter in the Student Services Center.
4. Make a photocopy for your own record.

SJSU ID #: Student Name: Last First Middle

Mailing Address: Street # City State Zip Code

Date Submitted Semester and Year 'I' or 'RP' Received Semester/Year

Course Information: Department Course Number Course Title

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

Four horizontal lines for writing reasons for extension request.

Instructor is extending the one-year time limit for removal of 'I' or two-year time limit for removal of 'RP' in Departmental 299/ 298 to the end of: Semester / Year

Approved Denied

Instructor's Printed Name/ Signature Date

Approved Denied

Department Chair's Printed Name/ Signature Date

Student's Signature Date

For Office Use Only:

Date Received: By:

Incomplete Extension 04-21-08