

Petition for Incomplete Grade

PLEASE TYPE OR PRINT CLEARLY

An Incomplete "I" grade may be granted when sudden serious medical situations, compulsory military service, or other extenuating circumstances beyond the student's control such as family emergencies prevent the on-time completion of course requirements. It may not be used to allow more time for a student who has simply fallen behind or to allow a student to retake a course. A student who has fallen substantially behind and needs to repeat a course should drop the course prior to the drop deadline and re-enroll for the next term in which the course is offered. A student who has received an "I" should not re-enroll in the course to make up the missing work. If the student were to re-enroll, the course would be considered a repeat and would not remove the prior quarter's Incomplete, which would lapse to a permanent F, NP, or U grade.

Please review the Incomplete Grade Policy before requesting an incomplete grade.

The student must submit this form to their instructor before the final class meeting (by 11:59 p.m. on the day before the scheduled end date for online courses) or before final grades are posted, whichever comes first. Petitions submitted to the instructor after that time will not be considered.

For Office Use Only

Date Final Grade Received

Grade Change Processed by

Mail to ▶ Student Services
University of California San Diego
Extension, **ATTN: Incomplete Grades**
9500 Gilman Drive, Dept. 0176-H
La Jolla, CA 92093-0176

Email ▶ unex-grades@ucsd.edu

Fax ▶ (858) 534-8527

Student information

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STUDENT I.D. NUMBER (IF KNOWN)

STUDENT NAME

SECTION ID COURSE NUMBER TITLE DATES OF COURSE

Reason the student was unable to complete the remaining coursework on time:

Instructor information

INSTRUCTOR NAME

INSTRUCTOR EMAIL

INSTRUCTOR PHONE NUMBER

Detailed description of the remaining coursework to be completed:

To be completed by the Student — *initial each item*

By signing below, I confirm that I understand and agree to the following:

- The work that I have completed in the course up to this point has been of passing quality.
- I have not missed or failed any assignments in the course up to this point.
- I must make arrangements with my instructor to complete my coursework outside of class.
- Deadline for completed work is:
(no later than 90 calendar days after the class end date)

- I must complete and submit all coursework before the deadline for completed work as listed below (must be no later than the last day of the following quarter according to the academic calendar) and if my coursework is not submitted by that date, the incomplete grade will be converted to an "F".
- Any course materials provided through Canvas will only be available to me for 90 days after the published final course meeting date.

STUDENT SIGNATURE

DATE

To be completed by the Instructor — *initial each item*

- I verify that the course work completed before submitting this Petition for an Incomplete (I) grade was of passing quality.
- I agree to support the student in completing any remaining coursework by the deadline stated above.
- If this course work is completed by the deadline, I agree to evaluate the assignments and submit a final grade reflecting the student's entire performance in the course
- I agree to submit the final grade via the "Change Grade – Request" function in InstructorLink no later than 10 business days after the deadline for completed work as listed above.
Grade submission deadline: _____

APPROVED DENIED

INSTRUCTOR SIGNATURE

DATE

APPROVED DENIED

PROGRAM MANAGER SIGNATURE

DATE

APPROVED DENIED

REGISTRAR SIGNATURE

DATE