

Petition for the Extension of an Incomplete Grade

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Registrar's Office

Students who receive an Incomplete (I) as a grade for a course have one year—one semester for Drucker students—to complete the work and receive a grade. After one year, the I grade lapses to a PI (Permanent Incomplete). If the course is subsequently repeated, the PI grade is not affected and remains on your transcript.

Students who anticipate the need for additional time to complete course work must file a Petition for the Extension of an Incomplete Grade before the I grade lapses to PI. An extension of time to complete work may not exceed the end date of the next semester.

Instructions: Complete the information requested and obtain the required approvals. Attach any supporting documentation that may be applicable to your request. Submit the completed form to the Registrar's Office before your I grade lapses to PI.

Note: This form may NOT be used after a PI grade has been assigned.

Student Information

CGU ID #254- _____

Last Name: _____ First Name: _____


Academic Dept: _____ Degree: _____

Semester/Year of course _____ Subject and Course Catalog #: _____ Units _____

Course Title _____

Reason for requesting extension _____

Anticipated completion date (*must be prior to the end date of the next semester*) _____

 **Student Signature** (*required*) _____ Date _____

Academic Approvals (*signatures and dates are required below*)

Instructor _____ Date _____

Academic Advisor _____ Date _____

Academic Dean _____ Date _____

For Office Use Only

Recorded By Data Services: