



# Graduate Student Petition for:

- Incomplete Grade
- Extension of an Incomplete Grade

Office of the Registrar  
 Smyth Hall, Room 1  
 4245 East Ave  
 Rochester, NY 14618  
 Phone: 585.389.2819  
 Fax: 585.389.2612

**All sections of this form must be fully completed for the petition to be reviewed.**

## STUDENT INFORMATION

Name: \_\_\_\_\_ Student ID# (or Last Four of SSN): \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Other Phone: \_\_\_\_\_  
 Advisor: \_\_\_\_\_ Program: \_\_\_\_\_

## INFORMATION TO BE COMPLETED BY STUDENT AND INSTRUCTOR

Term:  Summer  Fall  Spring \_\_\_\_\_ Year

Course No./Title: \_\_\_\_\_ Instructor: \_\_\_\_\_

Outline the student's responsibilities for meeting course requirements:

\_\_\_\_\_

Date when student must submit all work to the instructor: \_\_\_\_\_

Date when final grade is due in the Registrar's Office: \_\_\_\_\_

**Signatures:** The signature of the instructor signifies approval of this petition.

*NOTE: By signing below, I understand that upon receipt of the grade given for this course, academic standing processes will be completed for the semester in which I originally registered for the course. Should my overall GPA fall below a 3.0, I will be subject to a change in academic standing for the original and subsequent semesters.*

\_\_\_\_\_  
 Student Signature/Date

\_\_\_\_\_  
 Instructor Signature/Date

\_\_\_\_\_  
 Program Director/Date\*

*\*Program Director signature only needed for an extension of an incomplete grade. Signature indicates approval. If the Program Director is the course instructor, then the Department Chairperson's signature is required.*

## SPECIAL NOTES AND FURTHER INSTRUCTIONS

- If a final grade is not submitted by the deadline, AND there is no petition on file in the Registrar's Office approving an extension of an incomplete grade deadline, THEN the grade of "F" will be assigned by the Registrar's Office. Deadlines are listed on the Registrar Academic Calendar.
- All course requirements must be successfully met, including resolution of "I" grades, in order to participate in commencement exercises.
- The instructor will distribute the copies of this form as indicated below.
- An extension of an incomplete grade should only be allowed for **extremely serious circumstances**. The work must be completed and a grade must be reported no later than the end of the semester following the issuance of the original "I" grade (i.e. an extension of an "I" grade issued in the Fall semester would be due by the end of the Spring semester). Granting of an extension is at the discretion of the Instructor and Program Director.