

Petition for an Extension of an Incomplete

Students who received a grade of Incomplete in a past term, and wish to extend the deadline for completion of the course work, must submit a Petition for an Extension of an Incomplete.

Required petition components:

- Completed Petition for an Extension of an Incomplete form
- Typed statement from the student describing the delay in course work completion. See reverse side for sample.
- Documented approval of the instructor. Attach a separate statement or utilize the space provided on the reverse side.
- Final date for course completion (no longer than one additional semester) to be determined by the instructor with input from the student.

Name	Student ID#		
Street Address	City	State	Zip
Home Telephone	Alternative Telephone (work, cell)		

Course (department and course number, i.e. "MTH 181") _____

Semester/Year of Initial Course Registration

Fall 20____
 Spring 20____
 Summer 20____

Instructor _____ **Proposed Course Completion Date** _____

The course instructor is responsible for immediately submitting the final grade electronically through CampusNet once all course work is complete.

With my signature, I hereby authorize the Academic Standards Committee to review any pertinent records. I also affirm that to the best of my knowledge, the information provided on this form and the information attached (if applicable) accurately reflects the facts involved in this case.

Student Signature _____ Date _____

Completed petitions should be turned in to the College of Sciences & Health Professions Advising Center. Petitions will be reviewed for accuracy and completion by the Advising Center staff upon receipt. Incomplete or inaccurate petitions will be returned to students along with additional instructions for completion. Complete and accurate petitions will be held for the next scheduled meeting of the Academic Standards Committee. Submission of the petition does *not* constitute a guarantee of approval.

Students should note that the Academic Standards Committee holds only a few meetings each semester. Please contact the College of Sciences & Health Professions Advising Center to learn more about petition submission deadlines for upcoming meetings, or if you need assistance preparing your petition.

Main Classroom 218B 216-687-9321 216-687-6945(fax) COSHPadvising@csuohio.edu

Office Use Only	Date: _____	Committee Decision: _____	Initials: _____
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