

Incomplete Grade Extension Request

Registrar's Office

Students who receive an Incomplete (I) grade in a course must submit outstanding work to the instructor with sufficient time to allow the instructor to evaluate the work and submit a new grade to the Registrar's Office before the incomplete grade expires. Incomplete grades expire on the grading deadline of the semester one year after the course was taken unless a shorter period had been reported by the instructor on an [Incomplete Grade Submission & Student Contract](#). If work is not submitted by the deadline, the student's grade lapses to either U (Unsatisfactory) or to the grade indicated on the instructor's original incomplete grade report.

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 Incomplete grade lapses. Extensions may be requested only once and are limited to a period of one semester, expiring on the grading deadline of the next semester.

Instructions to Students: Complete the information requested and obtain the required approvals. Requests may only be accepted when a grade on the course is I. Attach any supporting documentation (such as approvals by e-mail) that may be applicable to your request. Submit the completed form to the Registrar's Office.

Student/Course Information

CGU ID# 254 - _____

Last Name _____ First Name _____

Academic Department _____ Degree Program _____

Semester/Year of Course _____ Units _____

Subject & Course Catalog # _____ Class Number (4-digits) _____

Course Title _____

Reason for requesting an extension:

New STUDENT DEADLINE – Date work is due to the Instructor _____

(Suggested deadline is at least one week prior to the INSTRUCTOR'S DEADLINE)

Student Signature (required) _____ Date _____

INSTRUCTOR'S DEADLINE – Grade due to Registrar _____

(No later than the grading deadline of the next semester)

Department/Program Approvals

Instructor _____ Signature _____ Date _____

Academic Advisor _____ Signature _____ Date _____

Submit Completed Form to Registrar's Office