

# PETITION TO TAKE AN INCOMPLETE

*This petition must be filed in the Office of the Registrar of the student's school no later than the last day of the term. Please consult Extended Calendar or your Registrar for these dates.*

*Common Policy: Students are responsible for finishing their work within the semester. Students must petition to take an incomplete no later than the last day of the semester. Incomplete work is due by the third (3rd) Friday after the end of the semester. The instructor is required to submit a new grade by the sixth (6th) Friday after the end of the semester.*

I, \_\_\_\_\_, request that I be allowed to take an  
Student's Full Name

Incomplete in \_\_\_\_\_  
Course number and Title

Taught by \_\_\_\_\_  
Instructor

Fall  
 Intersession, 19\_\_\_\_  
 Spring

I understand the GTU Common Policy on Incompletes as printed above and accept the obligation of

submitting my work on the due date, which is Friday, \_\_\_\_\_  
Month / Day

\_\_\_\_\_  
Signature of Student Month / Day / Year

*I agree to allow the student above to take an Incomplete in the course listed. I understand that I am to submit a new grade report for the student no later than Friday, \_\_\_\_\_  
Month / Day*

\_\_\_\_\_  
Signature of Instructor Month / Day / Year

## DEAN'S APPROVAL

\_\_\_\_\_  
Signature of Dean of Student's School Month / Day / Year

## STUDENT PLEASE NOTE:

ONCE THIS FORM IS COMPLETED AND ALL SIGNATURES HAVE BEEN OBTAINED, YOU ARE RESPONSIBLE FOR DISTRIBUTING THE *WHITE COPY* TO THE REGISTRAR OF YOUR SCHOOL OR THE COMMON REGISTRAR AND THE *YELLOW COPY* TO THE INSTRUCTOR.  
YOU SHOULD KEEP THE *PINK COPY*.