

## Petition for Incomplete

**Must be filed with the student's school Registrar by the last day of the term**

**Common Policy:** Students are responsible for finishing their work within the term. Students must petition to take an incomplete no later than the last day of the term. Incomplete work is due by the third (3rd) Friday after the end of the term. The instructor is required to submit a new grade by the sixth (6th) Friday after the end of the term. The incomplete becomes an "F" if no new grade is received by the end of the sixth week. Students should consult their school handbook for any variation to this Common Policy.

Academic Year: \_\_\_\_\_ Term (check):  Fall  Intersession  Spring  Summer

Student's name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Course Number & Title: \_\_\_\_\_

Instructor: \_\_\_\_\_ Instructor's School: \_\_\_\_\_

**I understand the GTU Common Policy on Incompletes as printed above and any variations stated in my school handbook agree to meet the required obligations and deadlines. Initial here:** \_\_\_\_\_

**Date Work Due:** \_\_\_\_\_

*(No later than the 3rd Friday after last day of the term)*

**Final Grade Due:** \_\_\_\_\_

*(No later than the 6th Friday after last day of the term)*

\_\_\_\_\_  
Student signature Date

\_\_\_\_\_  
Instructor's signature Date

**Approval:**

\_\_\_\_\_  
Signature of Dean of Student's School Date