

INSTRUCTIONS

Upon agreement with the instructor, you must complete the work of the incomplete course before the end of the term following that in which the course was taken. If the work is completed in this term, there is no need for an extension of incomplete petition.

If the work is not completed within the term:

1. Determine completion date with instructor and obtain petition to extend incomplete.
2. Fill out and submit petition with the date that the work is to be completed. Make sure to obtain the signatures of the course head and the Director of Graduate Studies of the department in which you are enrolled. Failure to fill out the form in its entirety may result in delay of approval.
3. When the work is completed, ask your instructor to write a letter to the Registrar's Office indicating when the course work was completed and the final grade for the course.