

Petition for Extension of Coursework for an Incomplete Course



Students who have extenuating circumstances and cannot complete incomplete coursework by the original deadline may request to extend the deadline. If the incomplete grade is not removed by the instructor within one year (the last day of finals one year later), the I grade will convert to a failing grade.

Undergraduate Courses

- The one-year limit may be **extended for one additional year** if, prior to converting to an E, the extension is approved by the instructor and the dean of the college in which the student is registered.
- Once the I has converted to an E, a one-year extension will only be considered for an undergraduate course if the student submits an appeal to the University General Petition Committee.
- A request for an extension of time beyond 2 academic years of the original course enrollment requires approval by the General Petition Committee.

Graduate Courses

- The **one-year extension** must be approved by the instructor and Graduate College dean. This extension requires the instructor and dean's signature on a Extension of Incomplete Coursework form. Notification of the dean's approval or denial is to be provided to the student by the dean's office. A copy of the approved or denied Petition must then be forwarded from the dean's office to the Office of the Registrar, Administration 210, for appropriate processing.
- For courses taken for graduate credit, an extension beyond 2 academic years may be considered only by the Graduate College.

Instructions for Completing this Petition

- Review the **Incomplete Grady Policy** in the Academic Catalog
- List all courses below that will be affected by an extension of time request
- Extension of time may not exceed one additional year from the previous deadline.
- Petition may be granted one time only per course enrollment.
- Upon completion, submit form first to College Dean's Office for approval, then Dean's Office will forward to the Office of Registrar, Administration 210 [reghelp@arizona.edu]

Term First Enrolled	Department	Course Number	Section	Units	Date Student Last Attended Class	Grade Earned as of Last Date of Attendance	Instructor Signature <small>Electronic signature accepted if using official Arizona email account</small>	Extension Date (Official Use Only)

Reason for Extension Request:

Student ID	Student Name – First and Last	Date
Student Signature - <small>electronic signature accepted if using official Arizona email account</small>		
		APPROVED DENIED
Dean's Signature - <small>electronic signature accepted if using official Arizona email account</small>	Date Signed	

Official Use Only
Processed By
Comments

Date