



◆ Office of the Registrar ◆ One Washington Square ◆ San José, CA 95192-0009 ◆

Petition for Extension of Time Limit for Removal of "I" Grade or "RP" Grade in Departmental 299

Policy: Petitions for a maximum one-year extension must be submitted prior to the end of the semester the "I" grade was due to be cleared.

Note: "I" = Incomplete, "RP" = Report in Progress

Instructions:

1. Present this petition to Instructor (or to the Department Chair in the absence of Instructor).
2. If approved by Instructor, present to the Department Chair in which the course is taught.
3. Sign before submitting to the "R" Counter in the Student Services Center.
4. Make a photocopy for your own record.

SJSU ID #: _____ Student Name: _____
Last First Middle

Mailing Address: _____
Street # City State Zip Code

Date Submitted _____ Semester and Year "I" or "RP" Received _____
Semester/Year

Course Information: _____
Department Course Number Course Title

Briefly state the reasons for your request for the extension of time:

Instructor is extending the one-year time limit for removal of "I" or two-year time limit for removal of "RP" in Departmental 299 to the end of: _____ / _____
Semester Year

Approved Denied

Instructor's Printed Name/ Signature **Date**

Approved Denied

Department Chair's Printed Name/ Signature **Date**

Student's Signature **Date**

For Office Use Only:

Date Received: _____ By: _____

Incomplete Extension 08-09-07