

**Saint Louis University**  
**Petition for Course Extension**  
**(Incomplete Grade)**

**Form**  
**#2**

Section 1  
Student

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Student Email

\_\_\_\_\_  
Primary Program/Major

\_\_\_\_\_  
Total Earned Hours

\_\_\_\_\_  
Student Phone #

Section 2  
Course

Semester (fall/spring/summer and year) \_\_\_\_\_

Course Reference Number (CRN) \_\_\_\_\_

Course Subject/Number/Section \_\_\_\_\_

Section 3  
Student Justification

State in clear and concise sentences why a Petition for Course Extension is being submitted.

Section 4  
Instructor Conditions

State in clear and concise sentences the conditions and deadline for the student to complete all course work related to this course extension.

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Section 5  
Acknowledgements

**I understand and acknowledge that:**

- \* I must complete the course work by the approved deadline, which cannot be longer than one year after the course's final grade were due. Two exceptions are:
  - \* Incomplete courses in pre-requisite courses must be completed and graded prior to the first meeting for which the course is a pre-requisite.
  - \* Incomplete courses for a graduating student must be completed and graded 30 calendar days after the conferral date.
- \* An approved course extension will be recorded on a student's transcript as an "I", incomplete.
- \* An "I" will be changed a grade of "F", by the Office of the University Registrar, if the course is not completed and grade submitted by the approved deadlines.
- \* Once an "I" has converted to a grade of "F", the change is permanent and cannot be appealed.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

Section 6  
Deadlines

\_\_\_\_\_  
**Student Deadline**

(may be less than or up to one year from date the final grade is due in the course)

\_\_\_\_\_  
**Grade Submission Deadline**

(if additional days are needed to grade student course work)

Section 7  
Approvals

\_\_\_\_\_  
**Instructor Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Form Procedures**

1. Student completes sections 1, 2 and 3.
2. Student meets with course Instructor to establish conditions of course extension in section 4.
3. Instructor sets deadlines in section 6 and approves via signature in section 7.
4. Student acknowledges extension conditions and policies related to a course extension in section 5.
5. Instructor submits petition to the Office of the University Registrar.
6. Office of the University Registrar records the approved course extension and "I" to "F" change date.