

Saint Louis University – Madrid Campus
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 (subject, number and 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.

Deadline _____

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

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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 on extension will be recorded on a student's transcript as an "I", incomplete.!
- * An "I" will be changed to a grade of "F", by the Registrar's Office, if the course is not completed by the approved deadline.!

Student Signature

Date

Section 6
Approval

Instructor Name

Signature

Date

Form Procedures

1. Student completes sections 1, 2 and 3.
2. Student meets with course Instructor to establish conditions for course extension in section 4, and receives approval via signature in section 6. If not approved instructor retains.
3. Student acknowledges policies and conditions related to course extension in section 5.
4. Instructor submits petition to the Registrar's Office.
5. The Registrar's Office records the approved course extension and deadline.