



SAN JOSÉ STATE UNIVERSITY

**San José State University
Graduate Admissions and
Program Evaluations
(GAPE)**

Graduate Petition for Extension of Time Limit for Removal of Incomplete Grade

Last Name

First Name, M.I.

Student ID

Previous Name, if any

Home Street Address

City, State, Zip Code

Daytime Phone

Email Address

Required Signatures

Student Signature
Date

Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Course Instructor (print)	
Course Instructor (signature)	
Date	

Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Department Chair (print)	
Department Chair (signature)	
Date	

INSTRUCTIONS

This form is to be used only for extending the time limit for removal of incomplete (I) grades by graduate students. The course can be either a graduate or undergraduate course. To extend the time limit for removal of report-in-progress (RP) grades, please use the Extension of Time Limit for Removal of Report-In-Progress Grade form, available at <http://www.sjsu.edu/gape/forms>. Petitions for a maximum one-year extension of incompletes must be submitted prior to the end of the semester the incomplete grade was due to be cleared.

1. Present this petition to the course instructor (or to the department chair in the absence of instructor).
2. **If approved** by the instructor, present to the chair of the department in which the course was taken.
3. Submit to the registrar at the R counter in the Student Services Center.

Date

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Semester and Year

Department and Course no.

Course Title

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

Instructor is extending the time limit for removal of "I" (maximum of one more year) to the end of

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Semester and Year