

2nd Repeat /Extension for "I" grade

STUDENT PETITION

Name: _____ ID #: _____
(Print) Last First MI

Address: _____ Major: _____
Number & Street City State Zip

Phone: _____ Email: _____ Class Level: _____ Date: _____

Obtain required signatures and file petition with the CA&ES Dean's Office, 150 Mrak Hall.

CLASS REPEAT

Please attach documentation of unusual circumstances that supports your need to repeat a class for the second time.

REQUEST: To repeat a course for the second time and receive unit and grade point credit for the third enrollment in

_____, taken in _____, repeated in _____.
(course) (quarter and year) (quarter and year)

I wish to enroll in this course again in _____.
(quarter and year)

EXTENSION OF "I" GRADE

Please explain why you were unable to meet the original deadline and describe any hardship involved.

REQUEST: To extend the incomplete grade deadline for _____, originally taken in

_____, to the end of _____.
(quarter and year) (Course) (quarter and year)

Reason for request:

Note: The decision of the Dean's Office Committee will be mailed to the address listed on your petition and a copy will be sent to the Registrar's Office if the petition is approved. The Registrar's Office will then make the correction on your official transcript.

Student's Signature

W:\UAP\PETITION\STUDENT PETITION

Date

1 of 2

OBTAIN SIGNATURE(S):

Comments: _____

INSTRUCTOR

Required for extension of "I" grade only.

*If instructor is not currently teaching at UCD, please obtain a signature from the department/program chairperson.

ADVISER OR MASTER ADVISER

Required for all petitions.

Signature

Date

Signature

Date

FOR 2nd REPEATS ONLY

Are you receiving Financial Aid? Yes No

If yes, signature of a UC Davis Financial Aid Officer is required here: _____

FINANCIAL AID OFFICER

DATE

FOR DEAN'S OFFICE USE ONLY

Clarification: _____

Petition prepared by: _____ **Date:** _____

PETITION STATUS:

Approved

Denied

Pending

Individual facts in this case are not intended to supersede policy or establish precedent but are to be applied to this case only.

Reason: _____

Signature

Date

Cc: Student

Adviser

Registrar