

HOBART AND WILLIAM SMITH COLLEGES

PETITION FOR EXTENSION OF TIME ON INCOMPLETE COURSE WORK

By faculty vote in the Spring of 1979, all "incompletes"(I) not changed to grades by the end of the second week in the Fall Semester (for previous Spring) and the end of the sixth week of the Spring Semester (for previous Fall) are to be changed to an "F" grade by the Registrar.

An extension of time to complete the work may be granted if a petition is submitted to the appropriate Dean's Office on or before the deadline above.

An accepted petition is an agreement between the student and faculty member that the work will be completed and graded by a specific date, and allows the grade to be changed from "I" to the grade earned without further explanation to Dean or Registrar.

STUDENT NAME: _____ CLASS: _____ HOBART W.S. _____

Semester Incomplete Issued: _____ Dept. & Course No. _____

Title of Course: _____

The work will be submitted to the faculty member by: _____
(Month/Day/Year)

Reason more time is required to complete work (continue on reverse side if necessary):

STUDENT SIGNATURE: _____

TO BE COMPLETED BY INSTRUCTOR

The above is acceptable to me and I expect to be able to submit the grade to the Registrar on: _____
(Month/Day/Year)

Instructor's Signature

Date

Dean's Signature

Date