

## 2<sup>nd</sup> 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 \_\_\_\_\_.  
(Course) (quarter and year) (quarter and year)

**Reason for request:**

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**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**

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

**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**

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**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