



This form is for students who have experienced a situation such as extended hospitalization or death in immediate family. Student is to be notified within 48 hours of petition submission.

Student to complete

First Name: Last Name: Student ID:

E-mail Address: Phone number:

Degree Program: Course No. and Title:

Year: Session: Instructor's Name:

Student Signature: Date:

Typed Signature is acceptable

Student to email petition to instructor using UC student account and attach documentation substantiating reason for petition (Use additional page for further explanation).

Student agrees to notify instructor when work has been resubmitted after petition approval.

Final course grade is calculated based on all work submitted by due date(s). See the full Incomplete Grade Policy in the Azusa Pacific University College Catalog in the Academic Policy Section.

Instructor to complete

Assignments or exams needed to complete this course: (Discussion Forums excluded)

- 1. 2. 3. 4.

Approximate final grade if work is not completed:

Date to be Completed

Instructor Signature: Date:

Typed Signature is acceptable

Instructor to forward to respective Assistant Dean

Assistant Dean to complete

Assistant Dean Signature: Date:

Approved Denied Comments:

Assistant Dean to distribute to Registrar, E-learning and Instructor when complete.

Instructor to return completed petition form to student.

Incomplete Grade: Date in JZB: By: Final Grade Change: Date in JZB: By: Revised 7/2015

Please provide a detailed explanation for the submission of this petition: