



University of Detroit Mercy
Undergraduate "I" Grade Petition Extension

PLEASE PRINT

Undergraduate "I" grades are changed to "F" grades if the work is not completed eight weeks after the end of the semester in which the "I" grade was assigned and a change of grade form is not received from the instructor who assigned the grade.

Occasionally there is justification for an extension of the time permitted for completion of "I" grade work. An instructor who wishes to grant an extension should complete this form and submit it to their Dean's office within eight weeks after the end of the semester in which the "I" grade was assigned. All petitions must outline the work still to be completed, the deadline for submitting this work and the date by which the change of grade form will be received.

The deadline for completing an "I" grade may be extended at the discretion of the instructor of the course, the dean of the college in which the course was taught, and the dean of the student's college/school not to exceed one year from the time the "I" grade was issued. If approved, a copy of the extension petition will be mailed to the student.

Student Number: T0 \_\_\_\_\_ College/School: \_\_\_\_\_

Student Name: \_\_\_\_\_
Last First Middle Initial

CRN # Subject Course Number Section

Fall [ ] Winter [ ] Summer [ ] 20\_\_\_\_\_

Work still to be completed:

All coursework must be submitted by: \_\_\_/\_\_\_/\_\_\_

Change of grade will be submitted by: \_\_\_/\_\_\_/\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Student's Dean Office Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_