



University of Detroit Mercy Undergraduate "I" Grade Extension Petition

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 within ten weeks after the end of the semester.

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 ten 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 petition for extension requires the approval of the Dean and the student's dean (if different). If approved, a copy of the extension petition will be mailed to the student.

Social Security Number/Student Number: _____ / _____ / _____

Name

_____ Last

_____ First

_____ Middle Initial

College/School _____

Course
Number

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Term/Year _____

Work still to be completed:

All coursework must be submitted by

_____ (date)

Change of grade petition will be submitted by

_____ (date)

Instructor's Signature

Date

Approval of Instructor's Dean

Date

Approval of Student's Dean (if different)

Date
