

Saint Louis University <sup>2</sup>Madrid Campus  
Petition for Course Extension  
(Incomplete Grade)

Form  
**#2**

Section 1  
Student

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Student Email

\_\_\_\_\_  
Primary Program/Major

\_\_\_\_\_  
Total Earned Hours

\_\_\_\_\_  
Student Phone #

Section 2  
Course

\_\_\_\_\_  
Semester (fall/spring/summer and year)

\_\_\_\_\_  
Course (subject, number and section)

Section 3  
Student Justification

State in clear and concise sentences why a Petition for Course Extension is being submitted.

Section 4  
Instructor Conditions

State in clear and concise sentences the conditions and deadline for the student to complete all course work related to this course extension.

Deadline \_\_\_\_\_

This may be less than or up to one year from date the final grade is due in the course

Registrar's Office

registrar-madrid@slu.edu • <https://slu.edu/madrid>

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Section 5  
Acknowledgements

I understand and acknowledge that:

I must complete the course work by the approved deadline, which cannot be longer than one year after the course's final grade were due. Two exceptions are: !

Incomplete courses in pre-requisite courses must be completed and graded prior to the first meeting for which the course is a pre-requisite.!

Incomplete courses for a graduating student must be completed and graded 30 calendar days after the conferral date.!

An approved course on extension will be recorded on a student's transcript as 'D V D Q 3, ' incomplete.!

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Section 6  
Approval

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Empty box for additional information or signature.