



University of California  
Santa Barbara

# Incomplete Grade Extension Petition

Office of the Registrar  
University of California, Santa Barbara  
Santa Barbara, CA 93106-2015  
Phone: 805-893-3592  
FAX: 805-893-2985  
<http://www.registrar.ucsb.edu>

*See Incomplete Grade Petition for Senate Regulations concerning incomplete grade extensions.*

## Section I: To be completed by the Instructor of Record or Department Representative

### *Print Only*

Student's Name \_\_\_\_\_  
Last First Middle

PERM number \_\_\_\_\_ Major \_\_\_\_\_

Course Information \_\_\_\_\_  
Subject Number Enrollment Code

Quarter \_\_\_\_\_ Year \_\_\_\_\_  
Instructor of Record

Requested By \_\_\_\_\_  
Department Representative Extension

Incomplete extended through (the required work is expected to be finished):

Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_  
Year Year Year Year

\_\_\_\_\_  
Instructor Signature Date

**This form will not be accepted from a student under any circumstances.**

## Section II: To be complete by the Office of the Registrar

\_\_\_\_\_ Incomplete grade extension request verified and processed  
Initials /Date

\_\_\_\_\_ Not processed because no Incomplete Grade Petition on file with Office of the Registrar  
Initials/Date

\_\_\_\_\_ Not processed. Returned for clarification. Reason: \_\_\_\_\_  
Initials/Date

\_\_\_\_\_

