Petition for an Incomplete
College of Engineering
The University of Texas at El Paso

__________________________
Date

__________________________
Student Name

__________________________
ID Number

__________________________
Student Signature

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course No.</th>
<th>CRN</th>
<th>Term</th>
<th>Year</th>
</tr>
</thead>
</table>

**Student’s Statement:** I hereby petition for the grade of “I” (Incomplete) in the course listed above. I understand that it is my responsibility to complete the work specified by the instructor, and detailed below, on or before the date specified. I understand that if the work is not completed within 12 months, at the latest, the “I” grade will automatically change to an “F.”

**Reason for “I” Petition (to be completed by student):**

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
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____________________________________________________________________________

**Work required for removal of the “I” (to be completed by course instructor):**

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

**Deadline for completing work:** __________________________

Approvals:

__________________________
Course Instructor’s Name

__________________________
Instructor’s Signature

__________________________
Date

__________________________
Chair

__________________________
Chair’s Signature

__________________________
Date

__________________________
Patricia A. Nava

__________________________
Associate Dean of Engineering

__________________________
Signature

__________________________
Date

--- for Office use ONLY ---

SHEET: __________________  ENTRY #: ________________________  ENTERED BY: ______________  DATE: ________________

PROCESSED BY: __________________  DATE: ________________  Rev. 08/21/15