

San Francisco State University  
**College of Extended Learning**

**PETITION FOR GRADE CHANGE - REPORT OF MAKE UP OF INCOMPLETE**

STUDENT NAME (Last Name, First Name M.I) \_\_\_\_\_ SFSU ID \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Semester Course Taken: \_\_\_\_\_ Year: \_\_\_\_\_ Section No. \_\_\_\_\_ Units: \_\_\_\_\_

Department: \_\_\_\_\_ Course No: \_\_\_\_\_ Schedule No. \_\_\_\_\_

Course Title: \_\_\_\_\_

**Type of Action Requested:**     Report of Make up of Incomplete     Petition for Grade Change

Date Submitted to Instructor \_\_\_\_\_ Previous Grade \_\_\_\_\_

Student's Reason for Requesting a Grade Change: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

NOTE:  
A Grade of Incomplete Will Not Be Changed After a Degree or Credential has been Awarded. See the Bulletin for details.  
Plus or Minus Grades Will Not Be Awarded for Courses Taken Before Spring, 1979.  
An Incomplete Must Be Completed Within One Calendar Year Immediately Following the End of the Term in Which it was Assigned.  
If There Are Extenuating Circumstances and the One Year Limit Has Not Passed, the Student May Request an Extension of the One Year Limit through a Petition for Waiver of College Regulations

**Action by Instructor**

Approved    New Grade    + Plus    - Minus    Neither    Reason Approved or Denied:  
 Denied                    \_\_\_\_\_  
\_\_\_\_\_

Print name of instructor \_\_\_\_\_

Signature of instructor \_\_\_\_\_ Date: \_\_\_\_\_

**Action by Department Chair/Program Director**

Approved    Reason Approved or Denied: \_\_\_\_\_  
 Denied    \_\_\_\_\_

Print name of Department Chair \_\_\_\_\_

Signature of Department Chair \_\_\_\_\_ Date: \_\_\_\_\_

*CEL Office Use Only*  
Previous Grade \_\_\_\_\_ New Grade \_\_\_\_\_ Date Recorded \_\_\_\_\_