University of Detroit Mercy
Undergraduate Extension PLEASE PRINT

8QGHUJUDGXDWH ‡,· JUDGHV DUH FKDQJHG WR ‡)· JUDGHV LI WKH ZRUN LV QRW F
ZKLFK WKH ‡,· JUDGH a Change of grade form is not received from the instructor who assigned the grade.

2FFDVLRQDOO\ WKHUH LV MXVWLILFDWLRQ IRU DQ H[WHQVLRQ RI WKH time to grade an incomplete IRU F
should complete WKLV IRUP DQG VXEPLW LW within two weeks after the end of the semester in which WKH ‡,· JUDGH
petitions must outline the work still to be completed, the deadline for submitting this work and the deadline by which the change of grade form will be
received.

7KH GHDGOLQH IRU FRPSOHWLQJ DQ ‡,· JUDGH PD\ EH H[WHQGHG DW WKH GLVFUHWLRQ RI WKH
ZKLFK WKH FRXUVH ZDV WDXJ

Name: _____
Last First Middle Initial

Fall Winter Summer 20_____

CRN # Subject Course Number Section

Work still to be completed:

All coursework must be submitted by: _____/_____/_____

Change of grade will be submitted by: _____/_____/_____

Student Signature: _____ Date: ____/____/_____

Instructor Signature: _____ Date: ____/____/_____