



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



\_\_\_\_\_ Date

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

\_\_\_\_\_ ID Number

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Subject

\_\_\_\_\_ Course No.

\_\_\_\_\_ CRN

\_\_\_\_\_ Term

\_\_\_\_\_ Year

**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):**

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

**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 ---