

**PETITION FOR INCOMPLETE/DEFERRED GRADE (I/X)**

**AURORA UNIVERSITY**

Under Aurora University regulations, a student who is performing satisfactorily in the course at the time of petition, but is unable to complete the course requirements by the conclusion of the course due to one of the following circumstances, may petition to receive an Incomplete or Deferred grade.

- Incomplete Grade (I) - cases of illness, accident, or other catastrophic occurrence beyond the student’s control
- Deferred Grade (X) - cases in which it is determined that the nature of the course is such that the student’s learning experience will continue beyond a regular academic term

All work must be completed by the deadlines specified by the instructor in the petition, which must be on or before:

- Incomplete Grades (I) - on or before the last day of the fourteenth week of classes of the term following the term in which the grade is assigned, excluding the Summer Session
- Deferred Grades (X) - on or before the last day of the fourteenth week of the term following the term in which the grade is assigned, excluding the Summer Session

The instructor must turn in the final grade to the Registrar’s Office on or before noon on the Tuesday following the completion deadline or the grade will revert to an F. See the University Catalog for additional details.

**TO BE COMPLETED BY STUDENT:**

I, \_\_\_\_\_ ID# \_\_\_\_\_, understand the  
(Name of student)

associated regulations and request a grade of \_\_\_\_\_ Incomplete (I) \_\_\_\_\_ Deferred (X) for

\_\_\_\_\_  
(Course Number) (Course Title) (Instructor)

Term \_\_\_\_\_ Year \_\_\_\_\_ Student AU E-mail \_\_\_\_\_

**Reason for requesting Incomplete/Deferred Grade:**

**TO BE COMPLETED BY INSTRUCTOR:**

**Work to be completed by student, with dates for each item -**

Conditions accepted: \_\_\_\_\_  
(Signature of Student) (Date)

Faculty Approval: \_\_\_\_\_  
(Signature of Instructor) (Date)

Exec Dir/Dean Approval: \_\_\_\_\_  
(Signature of Exec Dir/Dean) (Date)

Approved/Denied: \_\_\_\_\_  
(Signature of Dean of Academic Administration) (Date)