



SCHOOL of ENGINEERING
& APPLIED SCIENCE

Name (last, first)	
SIS ID#	
UVa ID#	
Computer ID	
Phone (local)	

UNDERGRADUATE PROGRAMS

GRADE DELAY PETITION

Instructions: This document represents an agreement between a course instructor and a student, in which the instructor allows the student to receive a grade of IN (incomplete). Per University policy, the IN grade automatically reverts to a grade of "F" 30 days after the end of the semester. Signatures below indicate agreement between the student and instructor about the course deliverables and due dates. If the student fails to submit the required work by the deadlines stated below, the instructor is under NO obligation to renegotiate this agreement or extend the deadline for submission. Work with your instructor to fill in the required fields. Once you have secured all relevant signatures, submit the form engineering-undgrad@virginia.edu for review and signature by the undergraduate Dean.

Course Information

Class # (5 digits)	Subject Area	Course # (4 digits)	Class Section	Course Title	Var. Credits	Grade Option cr/nc- audit- grade

Work Required for Completion of the Course

Assignment	Due Date
1.	
2.	
3.	
4.	
5.	
6.	

Final deadline for submission of all course material: _____

Signature indicates approval.			
Student:	_____	_____	_____
	(printed name)	(signature)	(date)
Instructor:	_____	_____	_____
	(printed name)	(signature)	(date)
Undergraduate Dean:	_____	_____	_____
	(printed name)	(signature)	(date)