

# Petition for Removal of a Grade of Permanent Incomplete (N)

**Directions:** Complete and save this petition and attach additional materials if necessary and email to [NSSRAcademicAffairs@newschool.edu](mailto:NSSRAcademicAffairs@newschool.edu). Petitions take up to 4-6 weeks to review and process.

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Student Name: \_\_\_\_\_ ID: \_\_\_\_\_

Department: \_\_\_\_\_ Semester Course Taken: \_\_\_\_\_ CRN: \_\_\_\_\_

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

\*Before you submit this petition to Academic Affairs for final approval the course instructor must also agree to accept and grade your work.

**Instructors:** Please indicate by signing below that you agree to accept and grade the work:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Students may also attach an email from their instructor stating their agreement to accept and grade the work.

Please check one box only:

**I submitted all required work for the course on time to my instructor** on \_\_\_\_\_ (date) and request that the N be removed when the instructor's grade submission is sent to academic affairs

**I have not yet finished the required work for this class. The appeal for a special extension is below.**

**Reason for removal of permanent incomplete and extension (attach supporting documentation and for medical situations, provide a one page note from a healthcare provider on letterhead):**

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Date by which work will be completed if appeal is supported: \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**For Vice Dean Only: Check the appropriate box and sign**

**Extension Approved:** Extension recommended until date: \_\_\_\_\_

Additional Notes:

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**Petition Denied. REASON:** \_\_\_\_\_

Signature of Vice Dean

Date