



Request for Extension of Incomplete Grade

Office of the Registrar

Student Name: _____ Net/EMPL ID: _____

Required Course Information:

Table with 3 columns: Course/Section, Term Incomplete Grade Was Recorded, List the One Semester Extension

Reason for Extension:

Three horizontal lines for text entry.

Instructions:

- 1. Students may receive up to a one-semester extension.
2. Extensions must be for a just cause...
3. Forward completed form to the Office of the Registrar...

Guidelines:

- Forms will be returned to department if requested extension exceeds the maximum allowed.
Requests for extension of incomplete grades must be received prior to the term in which the assigned incomplete will revert to IC (Incomplete Charged) grade.
If grade for course has reverted to an IC (Incomplete Charged) grade, faculty must submit a Change of Grade form...
For more information, refer to Grading and Academic Standards in the University Catalog.

Required Approvals:

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Chairperson's Signature: _____ Date: _____

For Office Use Only: [] Approved Processed by: _____ Date: _____ [] Not Approved _____