PLEASE PRINT

Name: ____________________________ Student ID #: ____________________________
Last First Middle

E-mail: ____________________________ Phone Number: ____________________________

NOTE: An Incomplete grade must be completed within one calendar year following the end of the term during which it was assigned. However, a short-term extension of the one year time limit may be granted by petition for reasons such as serious health or personal problems. If the incomplete is not made up within the one year limit or by an approved extension, it will revert to an "IC" (Incomplete Charged) grade. This policy is enforced whether or not the student maintains continuous enrollment. Approval by the instructor or department chairperson is required for the extension of time. If you have applied to graduate, this extension of time may effect your clearance for graduation and you will be required to apply for the following semester.

After this form has been completed, please submit to Admissions and Records, Joyal Administration Building, north lobby no later than the last day of the term in which the grade must be made up.

To Be Completed by Student

I request an extension of time for the Incomplete grade received in:
Course Number

taken in: ____________________________ be extended to: ____________________________
Semester Year Date (last day term)

Reason for request:


Student's Signature: ____________________________ Date: ____________________________

To Be Completed by Faculty

(The grade must be turned in no later than one month after the extended date.)

Faculty Name: ____________________________ Approval: ____________________________ Date: ____________________________

Office Use Only

Comments:

Registrar's Action:
☐ Approved
☐ Denied

Form Distribution
☐ Academic Records ☐ Registrar's Office
☐ Student ☐ Faculty

Late Fee
$10 late fee if filed after the last day of term.

Signature Date Signature Date Initial Receipt #