

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: _____ Semester _____ Year _____ be extended to: _____
Date (last day of 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: _____
Please Print Faculty Signature

Office Use Only

Comments: _____

Signature _____ Date _____

Registrar's Action:
 Approved
 Denied

Signature _____

Form Distribution

Academic Records Registrar's Office
 Student Faculty

Late Fee

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

Date _____ Initial _____ Receipt # _____