FRESNO STATE
University Registrar

5150 N. Maple Avenue, M/S JA57, Fresno, CA 93740-8026 (559) 278-2261

Request for Extension of Incomplete Grade

Print Form

Form MUST be submitted by faculty.

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.

You will receive notification via your Fresno State student e-mail upon approval or denial of your request. This may take up to 5 working days.

To Be Completed by Student

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

_____ _____
Course Number

taken in: _____ _____
Semester Year

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.)

Extended to: _____
Date (last day of term)

Name: _____ Approval: _____ Date: _____
Please Print Faculty Signature

Submit to:
Student Services Center, Joyal Administration Building , North Lobby, with proper faculty/staff identification.
(This form may not be delivered by a student or student assistant.)
If you have any questions, contact (559) 278-2261.

Office Use Only

Registrar's Action: ☐ Approved ☐ Denied

Comments: _____

_____

_____

☐ Emailed Student _____ _____ _____
Date Signature Date

12/20/17