



Request for Extension of Incomplete

This form is used to inform Records and Registration of an extension of an incomplete grade. This form should be sent directly by the instructor to the Office of Records and Registration in a sealed envelope. Although the one-year maximum for incomplete grades will be the general university policy, Executive Order 171 specifies that exceptions can be made in special cases, such as military service and serious health problems. An extension of an "I" grade in any one course shall be allowed only one time, for a maximum total extension of one year.

Student Information

Subject and Course Number: Section Number:

Semester Incomplete grade was originally assigned:

Student Name: Student ID:

Reason for Extension of Incomplete

Instructor Name (Please Print):

Instructor Signature: Date:

Administrative Use Only- Records & Registration

Processed by: PS Update: Student Notification:
(Staff Initials) (Date) (Date)

Comments
(as needed)