REQUEST FOR A GRADE EXTENSION ON AN INCOMPLETE GRADE

Students who have taken an incomplete (i.e., “N”) grade and need additional time to complete the work due to extenuating circumstances must first gain the professor’s approval. If your professor grants your request, you must agree upon a completion date for your work, complete this form, and submit it to the Office for Undergraduate Students (SAC 107) for the Assistant Dean's approval PRIOR TO THE INITIAL DEADLINE for the submission of incomplete work, which is posted on the online Academic Calendar. Students may only extend the deadline for courses in which an incomplete was taken ONCE with the Assistant Dean’s approval. Students may be required to submit supporting documentation.

Name__________________________________________________ Student ID__________________________

Course_____________________________________ Section________ CRN_____________________________

Professor_______________________________________________ Course Semester/Year________________

Month/Year of Graduation _________________________________ Student Athlete? ☐ Yes ☐ No

Reason for Requesting an Additional Extension____________________________________________________

________________________________________________________________________________________

Completion Date for Submission of Coursework___________________________________________________

I understand that if my request is approved by my professor, the Course Department Chairperson, and the Assistant Dean, I must complete and submit the remaining coursework by the established deadline or my grade will convert to an “NF” grade, which is calculated as an F in my GPA. No further grade extensions are possible. I also understand that any discrepancy for an Incomplete N grade must be resolved before the completion of the following semester.

Student Signature______________________________________________________________ Date_________

Email_____________________________________________________________________________________

Professor Signature_____________________________________________________________ Date________

Course Department Chairperson Signature__________________________________________ Date_________

Assistant Dean Signature________________________________________________________ Date_________

Note: Students intending to graduate must submit all coursework by August 30th for a September diploma, December 30th for a December diploma, and May 30th for a May diploma.

Last Updated August 2019