



Request for Incomplete/Extension

Policy: Students desiring an incomplete must submit their request to the course instructor (or Academic dean) **prior to the end of the session or term in which the course was taken** (ordinarily two weeks before the last day of class). An incomplete grade will be given in a regular course only for legitimate deficiencies due to illness, emergencies, or extraordinary reasons acceptable to the professor and/or academic dean including equipment breakdown or shortages, and not because of neglect on the student's part. To qualify for an Incomplete, the student must have completed over 75% of the course material and have a documented reason for requesting the incomplete. (75% means all assignments/exams up to and including the mid-term point, tests, and or assignments.) Students on academic probation are not eligible for an incomplete in any course. Incomplete grades require the final approval of the school dean or his or her authorized representative.

Once the grade of "I" has been approved, the student must complete all outstanding requirements for the course within six weeks of the last day of the course (for eight-week classes) or by the end of the following academic term (for full-term classes). The instructor will submit the new grade to the Registrar's Office no later than two weeks after the incomplete deadline. If all work is not submitted by the **specified deadline**, a grade of FX (NP for pass/no pass courses) will be posted automatically unless a Request for Extension of Incomplete has been approved and submitted to the Registrar's Office. The FX shall be counted as an F in the computation of the GPA. Any student desiring reinstatement to the course after an FX or NP has been posted must register for the course in a subsequent term and pay the full current tuition for the course. **No more than one Request for Extension of Incomplete may be granted for any course.**

Student Name (please print) _____ ID# _____
CRN _____ Subject _____ Course # _____ Section # _____

Term Taken _____ Instructor _____

Justification for request _____

Student Signature _____ Date _____

Approved (>75% complete & good academic standing verified) Not approved

Instructor's Signature _____ Date _____

Coursework due: _____ Please check if this is an extension of an existing INCOMPLETE

Approved Not approved

Authorized/Dean's Signature _____ Date _____

Form must be submitted to the Registrar's Office prior to final grade submission

Registrar's Office Use
"I" entered _____ Due date extended _____ Staff initials _____ Date entered _____