EXTENSION / INCOMPLETE GRADE REQUEST

Name: ___________________________ Date ____________

Semester / Year: ___________ ID# or Social Security # _____________

Course Number: ___________ Course Title: ___________________

Reason for request to submit work late:
(Extensions for late work are granted solely due to circumstances clearly beyond the student’s control.)

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Due date: (extensions may be granted for up to but no more than 30 days) _________________

Student Signature: ___________________________ Date: __________

Professor Approval: ___________________________ Date: ___________

This form is due to the Registrar’s Office NO LATER THAN the last day of class (or by the final due date of course work for fast-track/intensive courses).

Grade is due in the Registrar’s Office NO LATER THAN 30 days after the last day of the semester. An outstanding INCOMPLETE will be changed to an FX after 30 days.

The completed form is to be submitted to the Registrar’s Office regardless of grades entered on-line or grade sheets handed in for processing by the Registrar staff.