Request Extension for an Incomplete "I" Grade

This form must be completed and submitted to the Registrar's Office to extend an "I" grade past its expiration date.

Justification must be included on why the student should be granted another extension to resolve remaining course requirements.

Current Date:_____

Student Name: _____

Student ID Number: _____

Department_____Course_____Section_____

Course Reference Number _____ Term "I" was originally posted _____

Proposed new deadline date for resolution of "I" grade: ☐ May 1st 20____ ***OR*** ☐ December 1st 20____

(Check one and fill in the last 2 numbers of the year)

Justification:_____

_____

_____

Faculty Signature:_____ Date:_____

Chair Signature:_____ Date:_____

Dean Signature:_____ Date:_____

Once completed with all signatures, please forward to the Registrar's Office Lucina Hall B-43.

For Office Use Only:

☐ Approved ☐ Returned ☐ Denied Date: _____