



## REQUEST FOR EXTENSION OF INCOMPLETE

### PART A – to be completed by student

|                 |  |
|-----------------|--|
| Name            |  |
| Student ID      |  |
| Course Name     |  |
| Course ID       |  |
| Semester / Year |  |

I request an extension of the incomplete for the course indicated. I understand that extension of the deadline for an incomplete may be allowed by special permission of the academic dean in cases of illness or other conditions beyond my control. A grade of "F" will automatically be entered as a final grade if the remaining work is not completed by the deadline.

**REASON FOR EXTENSION OF INCOMPLETE:** (Required)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

### PART B – to be completed by instructor

|                                   |  |
|-----------------------------------|--|
| Original Completion Deadline      |  |
| Requested New Date for Completion |  |

Requests for extensions of deadlines must be initiated by the student and endorsed by the instructor involved in order to be considered.

**PLAN FOR COMPLETION:** The following work remains to be done before a final grade can be recorded:

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

### PART C – to be completed by the Academic Dean

**NOTES:**

\_\_\_\_\_  
Academic Dean's Signature

\_\_\_\_\_  
Date

Rec'd by Reg. Office: \_\_\_\_\_

Processed by & Date: \_\_\_\_\_