



Incomplete Grade Extension

Student Name _____ Student ID # _____

NOTE: Use this form to extend the expiration date of an existing Incomplete grade. DO NOT complete this form if the coursework will be completed within one term of the end of the term of enrollment.

COURSE INFORMATION

Year & Term course was originally taken _____

Course Prefix & Number _____

Course Title _____

Instructor Name _____

Reason for incomplete _____

REGISTRATION USE ONLY

Official Expiration Date ____/____/____

INCOMPLETE GRADE AGREEMENT

COURSEWORK TO BE COMPLETED

COMPLETION DEADLINE

All extensions change the administrative expiration date to 1 year from the end of the original term of enrollment (the maximum allowable time). The instructor may require the student to submit the work at any time before the official expiration date, as documented below.

Date by which work must be submitted to instructor _____
 (Maximum one year from end of the original term.)

Student _____ Date _____

Instructor _____ Date _____