



Request Extension of Incomplete Time Limit
To Be completed by the Instructor

Instructor Name: _____

CRN _____ Course Number _____ Course Title _____ # Credits _____
Term when course was taken: Fall Early Spring Spring Summer Year _____

Student Name _____ Student ID _____

Reason for Extension:

Original Date _____

New Date _____

New Grade to be Recorded, if any _____

Extension Date for Incomplete:
An instructor may decide to enter a grade of incomplete (IC) on a student's record if unusual circumstances prevent completion of the course on time, and a minimal portion of the total class work needs to be completed.

Incomplete must be completed by the final day of classes of the subsequent semester (Fall and Early Spring Incompletes are due at the end of Spring; Spring and Summer Incompletes are due at the end of Fall), *or* by the date specified by the instructor, whichever comes first.

If the course is not completed by this date, the grade specified by the instructor will be recorded.

If no grade is specified, a default grade of F will be recorded. The instructor is responsible for documenting and notifying the student of the work to be completed and the deadline. A student may not graduate with an incomplete on his or her transcript.

Requests for extending the completion date of an IC grade must be approved by the registrar.

Signature of Instructor: _____ Date: _____

Please return this form to the registrar's office in Speare via the methods noted below.

Processed by: _____ Date _____ 4/2021