



# Extension of Incomplete Deadline

## Office of Advising & Registration

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Caution: Students receiving TAP Grants may lose financial aid as a result of this request—check before submitting!

Name: \_\_\_\_\_ ID No.: \_\_\_\_\_  
Instructor: \_\_\_\_\_ Course Number & Title: \_\_\_\_\_  
Term in which course began: \_\_\_\_\_ Normal deadline to make up Incompletes issued this term: \_\_\_\_\_  
New deadline agreed to by student and instructor: \_\_\_\_\_

### **To be completed by the instructor**

1. Was this course designed for completion within the term in which it was offered? \_\_\_\_\_
2. If so, what percentage of the students completed the work within the term? \_\_\_\_\_
3. If not, what was the rationale for extending work beyond the normal term?
  
4. Was an alternative time limit originally established for the completion of work? If yes, please specify.

### **To be completed by the student**

1. Why were you unable to complete the work for this course within the usual time limits (leading to the temporary grade of Incomplete)?
  
2. Why do you find that you cannot finish within the established deadlines for making up an Incomplete? (Oct. 30 for Spring/Summer and March 30 for Fall/January courses.) Note: Only serious reasons justify further extension.
  
3. Can you now undertake to complete all work sufficiently in advance of the new deadline specified above to permit your instructor to submit a permanent grade by that date? (Allow at least two days if written work must be evaluated.)

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

I support this application for an extension and accept the new specified deadline for submission of a final grade.

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

Registrar's Approval \_\_\_\_\_ Date \_\_\_\_\_