

PETITION FOR EXTENSION OF TIME FOR REMOVAL OF A GRADE OF INCOMPLETE

GRADUATE STUDENTS ONLY

This form should be used only to request an extension of the deadline for the removal of an incomplete grade. Instructors should submit the original grade in MyNewSchool/ALVIN or use a change of grade form to change a grade. **Please note: The maximum time allowed for an extension is 6 (six) months. Students may request up to 2 (two) extensions for a course.** If coursework is not completed by the approved date specified on this form, a permanent grade of incomplete will be assigned.

CHECK ONE: FIRST EXTENSION FINAL EXTENSION

STUDENT NAME: _____ ID: _____
(PLEASE PRINT CLEARLY)

COURSE MASTER NUMBER: _____

COURSE TITLE: _____

INSTRUCTOR NAME: _____

TERM AND YEAR COURSE WAS TAKEN: _____

STUDENT SIGNATURE: _____ DATE: _____

Please extend the deadline for the work to be completed and the grade submitted to the Registrar's

Office to: _____
MONTH/DAY/YEAR

INSTRUCTOR SIGNATURE: _____ DATE: _____

CHAIRPERSON SIGNATURE: _____ DATE: _____

Additional approval required for Final Extension only:

DIRECTOR OF ACADEMIC AFFAIRS: _____ DATE: _____

REGISTRAR'S OFFICE USE ONLY:

ENTERED: _____
INITIALS DATE