Instructor: complete this form with the student and return it to the Registrar’s Office. CAUTION: Students receiving TAP Grants may lose financial aid as a result of this request—check before submitting.

Student Name: ________________________________________________________ Student ID#: __________________________

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 (check one)*:        October 30         March 30

*NOTE: an incomplete may only be extended ONCE. If a grade is not submitted by the appropriate date, a grade of “F” will be recorded.

To be completed by instructor

1. Was this course designed for completion within the term in which it was offered?        YES         NO

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).

By signing this form you are stating that you support this application for an extension and accept the new specified deadline for submission of a final grade.

________________________________________________________________________________________________________
Student’s Signature           Date
________________________________________________________________________________________________________
Instructor’s Signature            Date