Request for an Incomplete Grade Extension

Any student requesting an extension (beyond the normal one semester) of an incomplete (I) grade for a course must complete this form in its entirety and submit it to the MSASS Office of the Registrar in Suite 121. Incomplete form must accompany grade sheet.

All incomplete grades not made up by the end of the subsequent semester will revert to an “F” grade by the instructor.

Student’s Name: __________________________
Social Security #: __________________________
Today’s Date: __________________________

Student is requesting an extended incomplete grade from the _______ Semester for:

________________________________________________________________________

Course Name, Course Number, and CN#

Reason for extended incomplete: ____________________________________________
________________________________________________________________________

Assignment due to instructor: ______________

Student will complete the course by: ___________________ Date

Student’s Signature (indicating agreement): ________________________________

Instructor’s Signature (indicating approval of extension): ______________________

Academic Dean/Chair Signature (indicating approval of extension): ______________

For Office Use Only

Received By __________________________ Date_____________
Grade to be submitted by the instructor by the end of the Fall / Spring / Summer (circle one) _____ Semester