

Student Course Incompletes - Extension of Time to Complete Course Requirements

The grade of Incomplete “IN” automatically becomes an “F” ten days after the end of the examination period unless this extension of time form has been approved by the course instructor and the Director of Academic Programs, School of Continuing and Professional Studies. No grades (NG) compute as “F” and remain on the transcript unless corrected. Students have one semester in which to address errors and NGs on the transcript.

Please Note that this Form:
-Should NOT be used to rearrange an exam schedule
-Should be completed in duplicate-one copy for the instructor and the original to the Community Scholar Office, Zehmer Hall

Please Print

Full Name _____
EMPL ID No.(from the Student Information System) _____
Course Subject & Number _____
Class Number(5 digits) _____
Course Description _____
Academic Semester _____ Email _____
Reason(s) for Request _____

Instructor’s Statement:
The student named above has compelling reasons for not completing the work in my course. I will give the student a grade of “IN” on the final grade sheet and hereby recommend an extension of time **no longer than four weeks from the end of the semester’s examination period**. I agree to submit a Change of Grade form to Zehmer Hall by the end of the above period of time. **The incomplete will be changed to an “F” if a Change of Grade form is not received by the deadline.**
Instructor’s Signature _____ Date _____

Director of University Center _____ Date _____
School of Continuing and Professional Studies