



Extension of Time to Complete an Incomplete Grade

An incomplete grade must be made up within one calendar year immediately following the end of the term in which it was assigned. If it is necessary to extend this time limit, the student must obtain the consent of the instructor, the Graduate Coordinator and the approval of the Dean of Graduate Studies.

Instructions:

1. Complete the top of the form (name, contact information) and check letter (d) Extension of time to complete an incomplete course. Include the course number, title of course, and the term and year you received the incomplete grade.
2. Obtain your instructor's signature and date of extension.
3. Complete the Student Statement and sign.
4. Submit the waiver to your Graduate Coordinator for signature. The waiver will then be forwarded to the Dean of Graduate Studies for review.
5. You will be notified of the Dean's decision via email. An electronic copy of the waiver will be attached for your records.