Request for Extension of Incomplete Form - Revised May 1, 2008

SEMESTER/YEAR: ________________________________

COURSE SUBJECT/NUMBER/SECTION: ________________________________

COURSE TITLE: ________________________________

REASON FOR REQUEST: ________________________________

WORK TO BE COMPLETED: ________________________________

STUDENT AGREES TO SUBMIT ALL WORK OUTSTANDING BY THIS DATE: ________________________________

DATE: ________________ STUDENT’S SIGNATURE: ________________________________

FINAL GRADE TO BE SUBMITTED BY THIS DATE: ________________________________

DATE: ________________ INSTRUCTOR’S SIGNATURE: ________________________________

STUDENT’S DEAN’S NAME (PLEASE PRINT): ________________________________

DATE: ________________ STUDENT’S DEAN’S SIGNATURE: ________________________________

Instructions:

Under extraordinary circumstances, but before the date of the mid-semester following a reported incomplete, a student may petition the instructor of the course and the academic dean of the school in which the student is enrolled for an extension of the period normally allowed for removal of the incomplete. Extensions of incompletes may be granted only for one additional semester. Extended incomplete grades must be removed before the mid-semester of the succeeding academic term.

The student requesting an extension of incomplete should complete sections one and two of the form and submit to his/her instructor. The instructor will note the outstanding work to be completed and determine a date by which the student must submit the work. The instructor and student will sign section three and submit to the student’s academic dean for approval. If approved, the student’s dean should sign the form and submit it to the Office of the Registrar.

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