

## REQUEST FOR EXTENSION

**Coursework Extensions Beyond the End of the Semester**

**Incomplete.** Extensions for course work beyond the end of the term/semester are normally granted only for serious reasons and only if the following conditions are met: a) at least 50% of course requirements to date has been completed, e.g., a completed rough draft in the case of a final paper; b) the student's work to date is passing; and c) attendance has been satisfactory. In such cases—and only in such cases—the grade **"I" (Incomplete)** may be given.

**Failure Incomplete.** If the instructor would like to grant an extension to a student who has not met the conditions for an extension (or in lieu of a failing grade), he or she would assign the grade **"FI" (Failure Incomplete)**. In such cases, a mandatory grade reduction in the final course grade normally applies.

**Note:** *Students who receive an incomplete in a course are not eligible for Dean's List honors in that semester.*

**Deadline for Completing Outstanding Work**

Incompletes must be made up no later than **January 15** (for fall term/semester extensions), **June 15** (for spring term/semester extensions), or **September 15** (for summer term extensions). If the outstanding work is not completed by the deadline, the temporary grade "I" or "FI" will automatically be converted to an "F" by the registrar. When an incomplete is replaced by a permanent grade, the official notation **"I Grade"** remains on the student's transcript indicating that the final grade was originally an incomplete.

**Note:** *Students who are unable to continue their enrollment in the following term/semester and **must withdraw from the program** may be granted an extension of up to one year—from the original deadline—to complete their course work.*

**Request and Acknowledgment**

Any student requesting an extension for course work beyond the end of the term/semester must complete this form and submit it for approval to the course instructor, who will in turn present the form for final approval to the Academic Dean. **When completed, all outstanding work must be submitted—by the deadline—to the Office of Academic Affairs**, which will make arrangements for grading late papers and proctoring missed exams, rather than directly to the course instructor.

Student's name: \_\_\_\_\_ Course Number: \_\_\_\_\_

Assignment(s) requiring extension: \_\_\_\_\_

Reason for request: \_\_\_\_\_

*I acknowledge that if I do not submit the outstanding work to the Office of Academic Affairs by the deadline for incompletes, the grade "I" or "FI" will automatically be converted to an "F" by the registrar.*

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's signature: \_\_\_\_\_ Grade (circle one): I FI

Approved by Academic Dean: \_\_\_\_\_ Date: \_\_\_\_\_