



## Application for Incomplete Extension

Name:	Email:	ID:
Term: Fall 20 _____ Winter 20 _____ Spring 20 _____ Summer 20 _____		Date:

Students requesting a n extension for an Incomplete (I) grade must submit this form **no later than 1 week prior** to the due date of the Incomplete. The new extended due date can be no later than 4 weeks after the original due date.

ORIGINAL DUE DATE FOR COURSE INCOMPLETE \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

EXTENDED DUE DATE FOR COURSE INCOMPLETE \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Form will not be processed and returned to student is no date is indicated.

Subject	Class	Title	Application Approval
<i>Ex: CPSY</i>	<i>220</i>	<i>Research Methods</i>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  <input type="checkbox"/> YES <input type="checkbox"/> NO

<b>Students: Your signature below indicates your understanding that</b>	
<ol style="list-style-type: none"> <li>1. Your final grade in this course will be dropped one letter grade for failure to adhere to the due date of the original Incomplete.</li> <li>2. No further Incomplete Extensions can be submitted for this course.</li> <li>3. Failure to file all materials by due date listed below my result in a failing grade of "F" for the course and immediate dismissal from the program and the School.</li> </ol>	
Student Signature:	Date:

<b>Instructors:</b>	
<ol style="list-style-type: none"> <li>1. Please submit this application to the Dean's Office no later than 1 week after the completion of this form.</li> </ol>	
Instructor Signature:	Date: