



## Request for Incomplete “I” Grade Extension

**Purpose:** A grade of “I” should normally be changed in the following regular semester. However, an extension may not be beyond the deadline for dropping a grade of “W” in the next regular semester. Failure to do so will result in the “I” changing to an “F”.

### STUDENT INFORMATION:

Name: \_\_\_\_\_ ULID: \_\_\_\_\_  
First Last

### COURSE INFORMATION:

\_\_\_\_\_  
Semester CRN Subject Course Number Section

I am requesting an extension of the deadline to complete an “I” for the course listed above. Attached is my letter of appeal along with any supporting documentation, if applicable. The student’s dean will retain a copy of all documentation for future reference.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

The following signatures are **required** to process the above request, as they indicate approval of the request.

The student’s Academic Dean should be the last to sign.

**Once all signatures are received, please route this form to The Office of the University Registrar.**

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor’s Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student’s Dean

\_\_\_\_\_  
Date