



REQUEST FOR INCOMPLETE EXTENSION

- Requests for incompletes must conform to the University policy on "Incomplete Work (Graduate)", which requires that work must be completed and a grade recorded by the midpoint of the succeeding term, or the grade becomes an F.
- To request an incomplete, fill out this form and submit it to your instructor.

Name: _____

Student ID Number: _____

Address: _____

I hereby request to receive an Incomplete in the following class:

Class Number: CLSC LSC # _____

Class Title: _____

Term (circle one): Fall Spring Summer Year: _____

My reason for this request is (attach separate sheet if necessary):

Sign below to indicate that you have read the policy on Grades and Grading in the Masters Program overview of the school's web site located at <http://slis.cua.edu/MSinLS/overview.cfm>

Student's Signature: _____ Date: _____

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Instructor: Approve / Deny (circle one) request for incomplete

Grade to date in course: _____ (as of ____/____/____)

Work to be completed:

Due date for incomplete work to be submitted to the instructor: ____/____/____

Consult the Academic Calendar for grade due date in the Registrar's Office.

Signature: _____ Date: _____

(Instructor: Please return this form to the Dean's Office)

NOTE: Incompletes cannot be assigned for a summer session course without the approval of the Dean.