REQUEST FOR EXTENSION OF INCOMPLETE GRADE

UNK POLICY STATES: AN “I” MUST BE CHANGED TO A GRADE WITHIN ONE YEAR (from the end of the semester in which the “I” was recorded) by completion of course requirements established by the instructor. If the course is not completed in that time (and an extension has not been granted by the Registrar) the “I” will convert to a grade of “F” on the student’s transcript and cannot be changed other than by reregistering for the course.

TO BE COMPLETED BY THE STUDENT:

Date: ________________________________

Student’s Name: ______________________________________________________________________________________

   Last   First   M.I.

NU ID# ____________________________ Phone #______________________________

___________________________________________ taken ________________   ______

Course ID/Title                          Semester                       Year

Reason for the extension: ___________________________________________________

________________________________________________________________________

________________________________________________________________________

TO BE COMPLETED BY THE INSTRUCTOR OF RECORD:

Extensions may be granted for one additional semester unless a shorter time period is requested by the instructor.

Requested extension:   One semester ___________________

                         Other (specify due date if less than one semester)_________________

Approved: __________________________________________________________________

Instructor’s Signature

Return completed form to the Registrars Office, Founders Hall

Registrar’s Action: Approved_____ Denied____

Date for Final Completion: __________________________________

NO FURTHER EXTENSIONS WILL BE GRANTED

Registrar’s Signature_________________________________________Date:________________

cc: Student; Instructor