PETITION FOR EXTENSION OF TIME
FOR REMOVAL OF A GRADE OF INCOMPLETE

GRADUATE STUDENTS ONLY

This form should be used only to request an extension of the deadline for the removal of an incomplete grade. Instructors should submit the original grade in MyNewSchool/ALVIN or use a change of grade form to change a grade. Please note: The maximum time allowed for an extension is 6 (six) months. Students may request up to 2 (two) extensions for a course. If coursework is not completed by the approved date specified on this form, a permanent grade of incomplete will be assigned.

CHECK ONE:  □ FIRST EXTENSION  □ FINAL EXTENSION

STUDENT NAME: ___________________________________________________ ID: __________________________
(PLEASE PRINT CLEARLY)

COURSE MASTER NUMBER: ________________________________

COURSE TITLE: __________________________________________________________________________

INSTRUCTOR NAME: _______________________________________________________________________

TERM AND YEAR COURSE WAS TAKEN: _________________________________

STUDENT SIGNATURE: ________________________________________________ DATE: _______________

Please extend the deadline for the work to be completed and the grade submitted to the Registrar’s Office to: __________________________.

MONTH/DAY/YEAR

INSTRUCTOR SIGNATURE: __________________________________________ DATE: ________________

CHAIRPERSON SIGNATURE: _________________________________________ DATE: ________________

Additional approval required for Final Extension only:

DIRECTOR OF ACADEMIC AFFAIRS: ______________________________________ DATE: ________________

REGISTRAR’S OFFICE USE ONLY:

□ ENTERED: ___________ _____________
INITIALS DATE