This form is for use by students who are unable, for a grave reason, to complete the requirements of a course by the end of the semester. This form needs to be submitted to the professor before the end of the semester. Alternatively, the student may email his request to the professor.

I, ______________________________ request a course extension (temporary grade of “incomplete”)  
Student name – PRINT

for ______________________________ for the following reason:

Course number/Name

If the professor approves this request, the student has an extension until the following date to submit outstanding course requirements:

July 31 for spring semester courses,

October 31 for summer semester courses, or

March 31 for fall semester courses.

(After this extension deadline, no work will be accepted unless a course reactivation request - including payment of $250 fee - is approved by the Dean. The deadline for course reactivation is one year from the end of the semester in which the course was taken.)

I have read and understood the policy on course extensions.

______________________________________________  ______________________________
Student signature                                    Date

Please submit this form to your professor when making your request.