

# REQUEST FOR EXTENSION OF AN INCOMPLETE GRADE

A student has one (1) regular semester (excluding summer) to finish course requirements set forth by the instructor to remove an *"Incomplete"* grade or the grade will convert automatically to final grade of an "F". This form should ONLY be completed if an extension is being requested.

920 \_\_\_\_\_  
Student ID Number                      Last Name                      First                      Middle

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City                      State                      Zip Code

Year and Semester Received *"Incomplete"*:    20\_\_\_\_\_                      Spring                      Summer                      Fall

\_\_\_\_\_  
CRN                      Course Prefix                      Course No.                      Course Sect.                      Course Title

**Justification for Extension:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Time Period Requested:** (specific date required) \_\_\_\_\_  
\_\_\_\_\_

### Approvals:

Instructor  
Print Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Advisor  
Print Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Head  
Print Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Upon completion, please submit form to the Office of the Registrar, 206 Killian Annex, for processing. Removal of an *"Incomplete"* grade should be submitted through MyWCU.

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