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 period of time 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 Registrar’s Office, Warner Hall.

Registrar’s Action: Approved______ Denied______

Date for Final Completion: ____________________________

NO FURTHER EXTENSIONS WILL BE GRANTED.

Registrar’s Signature ____________________________ Date: __________________

CC: Student ________ Instructor ________