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 _____