A special request to extend an "incomplete" grade

Semester of request ____

**Explanation:** A subject with a "incomplete" grade can be completed by the end of the following semester. If the student did not complete it on the aforementioned date – a request may be submitted (on this form) to extend the "incomplete" grade until and no later than another semester beyond the following semester. Extension of the "Not Completed" grade can be granted only once. A student who has completed the duration of the course approved for him at the time of admission - cannot submit this request.

Last Name ___________________ First Name ___________________ ID ___________________

Studying for a degree _______________ academic unit (department) _______________

I would like to be approved for an extension of my "incomplete" grade (please list only one subject per form)

In course number: ___________________ course name: ___________________

Taught in semester _______________

Reason for request: (must be filled) ___________________

**Approval of the course teacher:**

Name of the course teacher: _______________

I approve the extension of the "incomplete" grade for the above student. Comments:

Date: _______________ teacher's signature: _______________

Date: _______________ Student's signature: _______________

**Advisor's Recommendation:**

Date: _______________ advisor's signature: _______________

**Dept. Graduate Studies Vice Dean's recommendation:**

Date: _______________ Vice Dean's signature: _______________