**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: 