



A special request to extend an "incomplete" grade

Semester of request:

Explanation: A subject with an "incomplete" grade can be completed by **the end of the following** semester. If the student did not complete it on the **forementioned** 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 studies 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):

Date:

Student signature:

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 signature:

Advisor's Recommendation:

Date:

Advisor name:

Advisor signature:

Dept. Graduate Studies Vice Dean's recommendation:

Date:

Vice Dean name:

Vice Dean signature: