



Request for Extension of the Deadline to Complete "I" Grade

Student's Name: _____

CLID: _____

Course Information

This form must be completed for each course in which the student is requesting an extension.

Semester

Subject

Course Number

Section

A grade of "I" should normally be changed in the following regular semester. However, an extension may not be beyond the deadline for dropping a grade of "W" in the next regular semester. Failure to do so will result in the "I" changing to an "F".

I am requesting an extension of the deadline to complete an "I" for the course listed above. Attached is my letter of appeal along with any supporting documentation, if applicable. The student's dean will retain a copy of all documentation for future reference.

Student Signature

Date

.....
The following signatures are required to process the above request. Signatures indicate approval of the request. The student's dean should be the last to sign. Once all signatures are received, please route this form to the office of the Registrar.

Instructor Date

Department Head Date

Instructor's Dean Date

Student's Dean Date

Revised 6/17/2014