

# PETITION FOR EXTENSION OF TIME FOR REMOVAL OF A GRADE OF INCOMPLETE

## PHD GRADUATE STUDENTS ONLY

This form should be used only to request an extension of the deadline for the removal of an incomplete grade. Instructors should submit the original grade in MyNewSchool/ALVIN or use a change of grade form to change a grade. **Please note: The maximum time allowed for an extension is 6 (six) months for PhD students only. PhD students may request up to 2 (two) six-month extensions only for a course.** If coursework is not completed by the approved date specified on this form, a permanent grade of incomplete will be assigned.

CHECK ONE:  FIRST EXTENSION  FINAL EXTENSION

STUDENT NAME: \_\_\_\_\_ ID: \_\_\_\_\_  
(PLEASE PRINT CLEARLY)

COURSE MASTER NUMBER: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

INSTRUCTOR NAME: \_\_\_\_\_

TERM AND YEAR COURSE WAS TAKEN: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please extend the deadline for the work to be completed and the grade submitted to the Registrar's

Office to: \_\_\_\_\_  
MONTH/DAY/YEAR

INSTRUCTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CHAIRPERSON SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*Additional approval required for final, six-month extension only:*

ASST DEAN OF ACADEMIC AFFAIRS: \_\_\_\_\_ DATE: \_\_\_\_\_

### REGISTRAR'S OFFICE USE ONLY:

ENTERED: \_\_\_\_\_  
INITIALS DATE