Student Request to Extend Incomplete Grade

This form must be submitted to the appropriate Dean by the last day of classes of the term in which the completion of the coursework for the incomplete grade is due.

If the course requirements are not completed within one (1) year after the end of the appropriate term, the Incomplete “I” shall revert to an “F”. The Dean (or equivalent) of the school (or other academic unit) in which the course is offered may waive, for good reason, the one (1) year deadline upon petition by the student. If, within the time allotted, the student completes the course requirements, the Instructor shall initiate the grade change by filing a Special Grade Report Form (From the Faculty Handbook dated April 19, 2010: Part III, Section 3, paragraph b). By signing the agreement below, the student and instructor are acknowledging their understanding of the policy and agree to abide by it. The student and instructor should sign the form and keep copies of the document. The original should remain in the Dean’s Office. The Dean will send an email to the Assistant Registrar containing the student’s information and extension date for the “I” grade.

When the required work has been completed, a Special Grade Change form with the new grade specified must be signed by the instructor of the course and approved by the appropriate Dean before submitting it to the Registrar’s Office.

Section I – Student’s Information
FLC ID#: Printed Name:

Section II – Course Information and Request for Extension of Incomplete Grade - to be completed by student
CRN: Dept/Course No: Course Name: Term/Year Taken:

Term/Year Completion of Coursework for the Incomplete Grade Due:

Reason for Request (attach supporting materials if necessary):

Student’s Signature: Date signed:

Section III – Instructor’s Information and Approval
Printed Name: FLC Campus Phone #:

Additional comments:

Date by which work must be completed:

Instructor’s Signature: Date signed:

Dean’s Signature Date Signed Extension Date