



Skyhawk Station

Skyhawk Station, Room 160
skyhawkstation@fortlewis.edu | 970-247-7301

INCOMPLETE GRADE EXTENSION REQUEST

Upon petition by the student, the Dean (or equivalent) of the school (or other academic unit) in which the course was offered may, for good reason, extend the deadline by which the student must complete the required coursework beyond one year. Once the required coursework has been completed, the instructor must submit a Grade Change form with their signature and the Dean’s signature to the Registrar’s Office. By signing below, the student and instructor acknowledge their understanding of the policy and agree to abide by it. Please keep a copy of this signed document for your records. **DEADLINE:** This form must be submitted to the appropriate Dean (or equivalent) before the original date by which the student’s coursework was to be completed. The completed and signed original must be submitted to Skyhawk Station.

Student Name Student ID

CRN Course Prefix and # Course Title Year & Term Taken

Instructor Name Instructor Campus Phone Number

Reason for Request (attach supporting documents as necessary)

Additional Comments

The coursework for the above-listed course must now be completed by the following date: _____

Instructor Signature Date

Student Signature Date

Dean (or designee) Signature Date