

Extension of Incomplete

This form is used when a student and instructor agree to a deadline for completion of the work for a course that is later than 6 weeks after the beginning of the next semester. If a student will complete the work before the 6th week of the following semester an extension is not required.

Black text is completed by the student

Green Text is completed by the instructor of the course

Red Text is completed by the Director (Sara Cobb) or Associate Director (Kevin Avruch)

PETITION FOR EXTENSION OF INCOMPLETE

NAME: <u>Larry Jones</u>	STUDENT ID # <u>G-34960000</u>
Address: <u>32 Sunny views Ln Happy, VA 20000</u>	
Day Phone: <u>703-123-5678</u>	Evening: <u>703-444-4444</u> E-Mail: <u>ljones@gmu.edu</u>
SIGNATURE OF STUDENT: <u>Larry Jones</u>	DATE: <u>8-1-06</u>
<small>Recommended, but not required if submitted by instructor on student's behalf</small>	

The standard University deadline for incomplete (IN) grades is the end of the ninth week of the semester following that in which the course was taught, summers excepted, with the grade due at the end of the tenth week. (Both spring and summer incompletes are due the ninth week of the fall semester.) The exact dates are published in the Schedule of Classes each term.

The IN grade may be extended only until the last day of classes of the semester following that in which the course was taught (summers excepted). While IN remains on the transcript, it is treated as an unsatisfactory grade in determining probation, suspension, termination or dismissal. **This approved contract for extension of the IN may be submitted in lieu of the grade to the Registrar's Office by the end of the ten week deadline or anytime sooner.**

Please extend the period of incomplete as follows:

Course: CONF 501 Term/Year: Fall 06 New Due Date: March 15, 2007
Month/Day/Year
no later than the last day of classes

*Reason: medical issues + hospitalization

By means of this petition, the student and the instructor agree that the student's work will be submitted for grading no later than the new due date listed above. A change of grade form will be due from the instructor to the Registrar two weeks after the new deadline contracted. If not changed by the instructor, the IN grade will be changed to F by the Registrar at the end of the extension period per University policy.

Approval:

*Instructor's Signature: Faculty Name (print): Faculty

*Chair (CAS) or Dean/Director: Sara Cobb / Kevin Avruch Date: 8-1-06

* Reasons of military deployment require only an instructor's signature and allow an EXTENDED deadline.

Original: Registrar, [MSN:3D1](#)

forms/extension-of-incomplete.wpd GMU R.O. 03/03