

INCOMPLETE REQUEST FORM (COURSE EXTENSION)



CHRISTENDOM GRADUATE SCHOOL

This form is for use by students who are unable, for a grave reason, to complete the requirements of a course by the end of the semester. This form needs to be submitted **to the professor** before the end of the semester.

I, _____ request a temporary grade of "Incomplete"
Student Name - PRINT

In _____ for the following reason:
Course Number/ Course Name

If the request is approved, the student has an extension until the following dates to submit outstanding course requirements:

July 31st for Spring-semester course

October 31st for Summer-semester course

March 31st for Fall-semester course

After this extension deadline, no work will be accepted unless a course reactivation request (including the \$100 fee) has been approved by the Dean of the Graduate School. The deadline for course reactivation is one year from the end of the semester in which the course was taken.

I have read and understood the incomplete deadlines.

Student Signature

Date