

**Incomplete Grade Extension of Time Request**

Grades of incomplete must be resolved by the deadline printed in the Graduate Bulletin or the grade will become a permanent incomplete (PI). Deadlines will be strictly enforced, and only in extreme circumstances will extensions be granted. Extensions must be requested by the student via use of this form, agreed to by the professor of the course in which the grade was received, and approved by the Chair of the department. The extension must be requested and approved prior to the same deadline.

Extensions must be for a reasonable length of time, and will normally not be permitted to extend beyond the end of the term following that in which the grade was earned. The completed form must be forwarded to the Graduate School of Management. Second extensions are rarely granted.

I. Completed by the Student

Name	MUID
Program	
email address	
Term in which the I grade was earned	Instructor
Course Number (BUAD 201)	Section #
Original Deadline	Extension Deadline Date
Rationale for extension. Attach separate sheet if required.	

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

II. Instructor

Yes, approve extension

NO, do not approve extension

\_\_\_\_\_

Instructor Signature:

\_\_\_\_\_

Date

III. GSM

New Completion Date:	
Comments:	_____
	_____
_____	_____
Graduate School of Management Authorization	Date

Sent IE grade change to Registrar: