



MARQUETTE UNIVERSITY GRADUATE SCHOOL

REQUEST FOR EXTENSION OF "I" GRADE DEADLINE

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 this form, agreed to by the instructor 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 original deadline for resolving the incomplete.

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. If, in an exceptional situation, a second extension is requested, it can only be approved by the Dean of the Graduate School and must also include the recommended approval of the Instructor and the Department Chair. If you need assistance completing this form, please contact the Graduate School at 414-288-7137.

PART I: To be completed by the Student

Name: MUID:

Term "I" grade was earned: Course and Section #:
Semester Year

Instructor:

Original Deadline: NEW Deadline Request:

Reason for Extension:

Signature: Date:

PART II: To be completed by the Instructor:

The request for an extension of an "I" grade is: Approved Denied

Recommended NEW Deadline:

Signature: Date:

PART III: To be completed by the Department Chair:

The request for an extension of an "I" grade is: Approved Denied

NEW Deadline:

Signature: Date:

PART IV: SECOND EXTENSION: Requires approval of the Graduate School:

The request for an extension of an "I" grade is: Approved Denied

NEW Deadline:

Signature: Date: