



A special request to extend an "incomplete" grade

Semester of request _____

Explanation: A subject with a "incomplete" grade can be completed by **the end of the following** semester. If the student did not complete it on the **mentioned** date – a request may be submitted (**on this form**) to extend the "incomplete" grade **until and no later** than another semester beyond the following semester. Extension of the "Not Completed" grade can be granted **only once**.
A student who has completed the duration of the course approved for him at the time of admission - cannot submit this request.

Last Name _____ First Name _____ ID _____

Studying for a degree _____ academic unit (department) _____

I would like to be approved for **an extension of** my "**incomplete**" grade (please list only one subject per form)

In course number: _____ course name: _____

Taught in semester _____

Reason for request: (must be filled) _____

Approval of the course teacher:

Name of the course teacher: _____

I approve the extension of the "incomplete" grade for the above student. Comments:

Date: _____ teacher's signature: _____

Date: _____ Student's signature: _____

Advisor's Recommendation:

Date: _____ advisor's signature: _____

Dept. Graduate Studies Vice Dean's recommendation:

Date: _____ Vice Dean's signature: _____