



Incomplete Grade Contract Extension

Once an “I” grade is assigned, it is the responsibility of the student to take the initiative to complete the work within thirty (30) calendar days after the start of the next full semester (excluding May and summer term). If more than thirty days are required, this form must be completed. An extension longer than the end of the next semester excluding May and summer term) will not be approved. **The “I” will be automatically changed to an “F” if the course is not satisfactorily completed within this time frame.** The petition for extension must be submitted prior to the expiration of the original enrollment period.

Student Name: _____

ID Number: _____

Course Number & Title: _____

Year/Term: _____

Until what date will this extension be granted? _____

Reason for extension: _____

Request from a student does not mean automatic approval; final approval requires all signatures on this form. **When course is completed, the instructor must turn in a Change of Grade form.** A \$25 fee is charged to remove an “I” grade.

 Student

 Date

 Instructor

 Date

 Associate Dean

 Date

In the College of Christian Studies, the Dean signs for the Associate Dean.
 In the College of Visual and Performing Arts, the Department Chair signs for the Associate Dean.

After all signatures have been received, forward this form to the Registrar’s Office at Box 8425 for processing.