

Application for Extension of Incomplete Grade

Graduate School of Education & Counseling Extension Policy:

In well-documented exceptional circumstances beyond the student's control, a student may petition for an extension of the Incomplete due date beyond the one year limit. **It is the student's responsibility to initiate the request for extension in advance of the one year deadline.** The petition must receive approval from the instructor, the department chair, and the dean of the Graduate School for the extension to be granted. Petitions to extend the Incomplete grade beyond the one year deadline will be reviewed by a special committee of two faculty members and the registrar. The decision of the committee will be final.

To be completed by the student:

Name: (Please print) _____ LC ID _____

Address: _____

City, State, Zip: _____ Phone: () _____

Work Phone: () _____ Email _____

Course Title: _____ Term/Year of Registration: _____

Course Dept./ Cat. # _____ Sect # _____ Instructor _____

Date incomplete expires _____

Reason for Extension Required: *(Please attach documentation)*

Student Signature _____ Date _____

To be completed by the instructor

Course Work to Be Completed by *(date)* _____ Grade Sent to Registrar by *(date)* _____

Instructor Signature _____ Date _____

Office Use Only

Approval of Graduate Registrar: _____ Date _____

Approval of Department Chair: _____ Date _____

Approval of Dean of the Graduate School: _____ Date _____

Cc: _____ Department _____ Student _____ Registrar _____