

COLLEGE OF ARTS & SCIENCES
Monroe Hall

RECOMMENDATION FOR AN EXTENSION OF TIME TO COMPLETE COURSE REQUIREMENTS

**THIS FORM SHOULD NOT BE USED TO REARRANGE YOUR EXAM SCHEDULE
AND
THIS FORM SHOULD NOT BE USED FOR IMP OR PST SENIOR THESES.**

COMPLETE IN DUPLICATE: (Please leave one copy with the instructor; submit the other copy to Monroe Hall reception desk.)

The grade of Incomplete "IN" automatically becomes an "F" ten days after the end of the examination period unless an extension of time has been recommended by the course instructor and approved by your Association Dean. *The Dean's approval can be taken for granted*, unless the instructor and student are notified otherwise. NGs (no grades) compute as Fs and remain on the transcript unless corrected. Students have one semester in which to address errors and NGs on the transcript.

(PLEASE PRINT)

FULL NAME _____ ID NO. _____

COURSE ABBREVIATION AND NO. _____

FIRST-YEAR RESIDENCE HALL _____ OR

CHECK ONE: Casteen Scholar Echols Scholar Student Athlete Transfer Student

ACADEMIC SEMESTER _____ E-MAIL _____

REASON FOR REQUESTING THE EXTENSION:

Degree candidate for the current semester? yes ___ no ___

If the answer is "yes", you will need to see the College Registrar, Mrs. Updike, Monroe Hall, BEFORE you obtain the instructor's approval. All grades for degree candidates must be submitted by the end of the exam period.

INSTRUCTOR'S STATEMENT:

The student named above has compelling reasons for not completing the work in my course. I will give the student a grade of "IN" on the final grade sheet and hereby recommend an extension of time to carry no longer than four weeks from the end of the semester's examination period. I agree to submit a Change of Grade form to Monroe Hall no later than four (4) weeks from the end of final exams. The Incomplete will be changed to an "F" if a Change of Grade form is not received by the deadline.

INSTRUCTOR'S SIGNATURE _____ DATE _____

DEAN'S APPROVAL _____ DATE _____