

*A grade of Incomplete (I) is expected to be completed by the conclusion of the next regular academic term (fall or spring), or the student's graduation term – whichever is earlier.*

**STUDENT:** In order to request an extension of the incomplete grade (I), please discuss with and secure signatures from your advisor and course instructor. These conversations should occur at least 2 weeks prior to the beginning of final exams. Your instructor will retain the form and forward to the Office of the Registrar for processing.

**INSTRUCTOR:** If approved, sign and submit completed form to Office of the Registrar, 118 Anderson Hall or via email at [registrar@ksu.edu](mailto:registrar@ksu.edu)  
**DEADLINE:** form must be received no later than 5pm (CST) the Tuesday of final exam week.

*This form should be used to request an extension for incomplete grades earned Fall 2018 or later.*

**Student Name:** \_\_\_\_\_ **WID Number:** \_\_\_\_\_ **Student College** \_\_\_\_\_  
(AG, AR, AS, BA, ED, EN, HE, TC, GR)

**Received an incomplete in:**

**Course Term** \_\_\_\_\_

**Course Number** \_\_\_\_\_ **Credits** \_\_\_\_\_ **Class Number (5-digit)** \_\_\_\_\_

**Course Name** \_\_\_\_\_

If approved, incomplete will be extended to the end of the next regular term (fall or spring).

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**1. Advisor Signature\*\***

**Printed Name**

**Date**

*\*\*If advisor is unavailable or if student currently does not have an assigned advisor, student should secure a signature from the student's academic dean's office.*

*(Advisor Signature indicates awareness of the student's situation and intention to request an Incomplete Grade Extension from the course instructor.)*

**2. Instructor Signature**

**Printed Name**

**Date**

*(Or signature of dept. head if instructor is unavailable)*