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| --- | --- | --- |
|  |  | **Student Request**  **for**  **Incomplete Grade Extension Form**  **for Incomplete Grades earned Fall 2018 or later**  [***University Handbook, F83***](http://www.k-state.edu/provost/universityhb/fhsecf.html) |

**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)

**Office of the Registrar, 208 College Center or via email at** [**polytechnicregistrar@ksu.edu**](mailto:polytechnicregistrar@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.***

**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.**

**STUDENT:**

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

# Received an incomplete in:

|  |  |  |  |
| --- | --- | --- | --- |
| Course Term: | Course Term | Course Level: *(UG, GR, DVM)* | Course Level |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course Number: | Course# | Credits: | Credits | Class Number: *(5-digit)* | Class# |

|  |  |
| --- | --- |
| Course Name: | Course Name |

|  |  |  |
| --- | --- | --- |
| Extension Term: | Ext Term |  |
| *To what term should the extension be granted – in what term will the Incomplete expect to be completed* | | |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Student Signature: | Student Signature | Date: | Date |

**Required Signatures:**

Academic Advisor/Major Professor Signature indicates awareness of the student’s situation and intention to request an Incomplete Grade Extension from the course instructor.

|  |  |
| --- | --- |
| **Advisor/Major Professor Name:** | Advisor/Major Professor Name - printed |
|  | **(printed)** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Advisor/Major Professor Signature:** | Advisor Signature |  | **Date:** | Date |

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

|  |  |
| --- | --- |
| **Course Instructor:** | Course Instructor Name - printed |
|  | **(printed)** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instructor Signature:** | Course Instructor Signature |  | **Date:** | Date |

*Or signature of course Department Head if instructor is unavailable*

*Rev. 04/06/20*