

Kansas State University
Student Request for Incomplete Grade Extension Form
for Incomplete Grades earned Fall 2018 or later
<http://www.k-state.edu/provost/universityhb/fhsecf.html> (F83)

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: Submit this completed form to the instructor who granted the incomplete grade to request an extension beyond the next regular term. If the instructor is not available, submit to the department head. This should be submitted no later than 2 weeks prior to the beginning of final exams.

INSTRUCTOR: If approved, sign the form and forward to the student's academic dean's office for processing.

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

Student Name: _____ WID Number: _____

Received an incomplete in

Course Number _____ Credits _____ Class Number (5-digit) _____

Course Name _____ Course term _____

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

Reason for requesting this extension:

(Attach additional pages and/or documentation if necessary)

1. Student signature

2. Signature of the instructor who granted the incomplete (or department head if the instructor is unavailable)