

Extension Form for Undergraduate Incomplete Grades

The faculty member requesting an extension to the original "I" grade for an undergraduate student must file this form and submit it to the Division Chair of the student's major. The faculty member and student should retain a copy.

Name		MaineStreet ID #		Student's Major	
Course Designator	Class Number	Section	Title	Semester	Year

Reason for the extension of the Incomplete: Health Other

Work remaining to be completed: _____

Date by which the work is to be completed: _____
(This must not exceed 1 year from the original end of the semester.)

Signature of Faculty Member
teaching the course: _____ Date: _____

Signature of the Student: _____ Date: _____
(If obtaining the signature of the student is not practical or possible, the faculty member should indicate how the above information has been communicated to the student.)

Phone Email Other _____

The faculty member will send this form to the Division Chair of the student's major, who will then sign it and forward it to the Office of Student Records for processing.

Signature of the
Division Chair
of the student's major _____ Date: _____

August 2020