



REQUEST FOR INCOMPLETE GRADE OR EXTENSION
Return completed and signed form to the Registrar's Office
prior to the grade-submission deadline noted below.

Printed student name: _____ Program: _____

Course Information:

Term: _____ Year _____ Subject _____ Course # _____ Section # _____

Instructor name: _____

I request permission to receive the grade of "I" (incomplete). Incomplete grades that are not changed to a final grade or formally extended (**filing a new version of this form**) by the deadline set in the HUC academic catalog's policy will result in a final grade of F being assigned by the Registrar.

I understand that the instructor may impose more stringent deadline(s) rather than allowing the student the maximum permitted under the HUC Academic Catalog policy.

I believe I still have the following work remaining to meet the course's requirements:

Student signature _____ Date: _____

INSTRUCTOR'S DEADLINE(S) AND COMMENTS

Detail the remaining course requirements and specific date(s) by which the work must be submitted.

Final date for submission of all work: _____ (earlier than grades-due date below)

Additional comments, if any:

For most HUC programs, the final grade or subsequent extension must be submitted no later than the following, as stated in the HUC Academic Catalog policy.

Fall Semester Incomplete grades must be changed or formally extended by the last day of Spring classes.

Spring Semester Incomplete grades must be changed or formally extended by the first day of Fall classes.

Summer Term Incomplete grades must be changed or formally extended by the last day of Fall classes.

All Incomplete grades for students in their final year must be changed by March 31.

For students in the Pine School, Fall and Spring Incomplete grades must be changed or formally extended by the first day of Fall classes.

Printed instructor name: _____ Signed instructor initials _____ Date: _____

Registrar's office only:

Registrar entered Incomplete grade _____ Copy of form sent to student, instructor, program director _____