

REQUEST for EXTENDED INCOMPLETE GRADE

University of West Florida

This form must be initiated by the instructor when requesting an extension for extenuating circumstances to assign an incomplete grade. This must be approved by the department chairperson and college dean and submitted to the Registrar's Office. A semester for completion of the course must be provided. *A copy of the "Report of Assigned Incomplete Grade" form must be attached to this request.*

University Policy on Grades of Incomplete ("I")

An incomplete grade signifies that all course requirements have not been met. If circumstances exist beyond the student's control as determined by the instructor, the instructor may assign a grade of "I", provided the student has satisfactorily completed at least seventy percent (70%) of the course requirements and the student has an overall minimum grade of "C-" in course work up to that point in time. The "I" grade becomes an "F" at the end of one regular semester (fall and spring only—summer semester is excluded from this ruling) following the semester in which the "I" grade was assigned unless the grade is changed by the instructor to a letter grade ("A – F"). A student may not be permitted to graduate with an outstanding "I" grade.

Student's Name: _____ SS# _____

Instructor's Name: _____

Reference #	Course Prefix/Number	Semester/Year student registered in course: F Sp Su Year _____ (circle one)
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Reason to extend incomplete grade: _____

Provide semester/year for completion of the course (*required*): _____ *

(*Extended "I" will be changed to an "F" at the end of this semester if no other grade change has been submitted.)

Signatures:

Instructor _____ Date _____

Department Chairperson _____ Date _____

College Dean _____ Date _____

Distribution: Original – Registrar's Office
Copy – Student (mailed by department offering course)
Copy – Department offering course