

## 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 Associate Dean of the Student's College. 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 Associate Dean of the student's College, who will then sign it and forward it to the Office of Student Records for processing.

Signature of the Associate Dean of the Student's College \_\_\_\_\_ Date: \_\_\_\_\_