

**Extension of Incomplete and In-Progress Grades Process
(Effective October 11, 2007 as approved by Graduate Council)**

A. First Extension

It is the responsibility of the student to contact the instructor of record to request a first extension of an incomplete (I) or in-progress (IP) grade. If the instructor of record determines the student has made satisfactory progress prior to the deadline for submitting grade changes, it is the prerogative of the instructor to request in writing to the Director of the Graduate School an extension of the grade. Extension requests should be submitted to the Director of the Graduate School as noted below:

Extension Request for Incomplete Grade (I) deadlines

| Term of course enrollment | |
|----------------------------------|---|
| Fall semester | In the following spring semester, two weeks prior to the last day to submit grade changes for fall semester incompletes as noted on the university academic calendar (Records and Registration Web site) |
| Spring semester and Summer terms | In the following fall semester, two weeks prior to the last day to submit grade changes for spring semester or summer terms' incompletes as noted on the university academic calendar (Records and Registration Web site) |

First Extension Request for In-Progress Grades (IP)

| Term of course enrollment | |
|----------------------------------|---|
| Fall semester | Two weeks prior to the following fall semester's deadline for submitting semester grades as noted on the university academic calendar (Records and Registration Web site) |
| Spring semester | Two weeks prior to the following spring semester's deadline for submitting semester grades as noted on the university academic calendar (Records and Registration Web site) |
| Summer terms | Two weeks prior to the following summer corresponding terms' deadlines for submitting grades as noted by term on the university academic calendar (Records and Registration Web site) |

The instructor of record and the student should agree upon a first extension deadline date. Once the instructor of record notifies the Director of the Graduate School of the extension request and the date of extension, the Director of the Graduate School reviews the request. If approved, the Director of the Graduate School notifies the Registrar, in writing, of the approved request and copies the student and the instructor of record. The Registrar officially records the extension date.

Incomplete (I) and In-Progress (IP) grades that are not extended will be changed to F by the Records and Registration office.

B. Second Extension

It is the responsibility of the student to petition for a second extension of an incomplete (I) or in-progress (IP) grade through the Graduate Council Petitions committee. The student must complete a graduate petition form obtained from the Graduate School Web site. The student must allow appropriate time for departmental and/or departmental committee signatures in order to submit the petition to the Graduate Council Petitions committee **two weeks prior to the first extension deadline**. The petition should include a requested second extension completion date. If the petition is approved, the Graduate Council Petitions committee will notify the Registrar and the second extension date will be officially recorded. The instructor of record and the student will be advised of the decision.

Incomplete (I) and In-Progress (IP) grades that are not extended will be changed to F by the Records and Registration office.