

# Extension of Incomplete Grade

## Step 1: Student Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Date \_\_\_\_\_

Student ID Number: \_\_\_\_\_ WOU Email: \_\_\_\_\_

I understand and agree to abide by the incomplete grade terms established between myself, my instructor and the university.

Student Signature: \_\_\_\_\_

## Step 2: Course Information

Term Originally Taken: \_\_\_\_\_ Subject: \_\_\_\_\_ Course # \_\_\_\_\_

\*Term To Extend Incomplete To: \_\_\_\_\_

\*Extension cannot exceed 24 months from issuing of original incomplete grade.

## Step 3: Justification for Extension

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Step 4: Instructor Approval

**Instructor Name (Please Print):** \_\_\_\_\_

<b>Instructor Signature:</b> _____	<b>Date:</b> _____
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## Step 5: Graduate Students Only Obtain Graduate Office Approval

\_\_\_\_\_ Approve                      \_\_\_\_\_ Deny

**Dean of Graduate Studies and Research Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Office Use Only

**Date Received:** \_\_\_\_\_ **Decision:** \_\_\_\_\_ Approved      \_\_\_\_\_ Denied

**Reason:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_