



Office of the Registrar

Extension of Incomplete Grade Request Form

Incomplete Grade Extension Policy

A student may be given an extension of an I (incomplete) grade under some extraordinary circumstances. The instructor must request an extension in writing and submit it to the Dean of the College and to the Registrar. A detailed explanation of the request must be given. If an extension is granted, the Registrar will post a date for final completion to the student’s record. The extension date will prevent the I grade from lapsing to an F.

Table with 2 columns: Student's Name, Student's ID #

Table with 7 columns: Year, Semester, CRN, Subject, Course #, Sec. #, Instructor name

Detailed Explanation of Request: [Large empty box for text entry]

Date for Final Completion:

Table with 3 columns: Month, Day, Year

Instructor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of College Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of the Registrar : \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form in person, by e-mail, by mail or by fax to: Office of the Registrar, Chicago: 425 S. Wabash Ave., 1M14 Chicago, IL 60605, (312) 341-3535 fax: (312) 341-3660 Office of the Registrar, Schaumburg: 1400 N. Roosevelt Blvd., Schaumburg, IL 60173, Rm. 125, (847) 619-7950/7951 fax: (847) 619-7960 Email: registrar@roosevelt.edu