

Request for Extension and entry of temporary grade of Incomplete

Incomplete grades are issued only with the permission of the instructor. The instructor determines the new due date, but the new due date may not be deferred later than the end of the following academic semester. If a student fails to complete the required course work by the new, extended due date, the student will be administratively withdrawn from the course (withdrawal not in good standing), after notice to the student and the instructor, unless the instructor chooses to enter a grade. This rule applies to all MHSL courses, including externships, clinics, and independent projects. No person has authority to grant an exception to this rule, under any circumstances. (See Academic Rules 1.07G and 1.09)

Extension Deadlines

<i>Term in which student was enrolled in course:</i>	<i>Deadline Outer Limit:</i>
Fall	End of Spring term
J Term	End of Spring term
Spring	End of Fall term
Summer	End of Fall term

Date: _____

Student name: _____

ID# _____

Course _____

Professor _____

Reason for Extension

- Need more time to complete research for writing project/paper.
- Need more time to complete hours for Externship of Clinic.
- Other. Please explain:

Deadline Requested

- Outer Limit
- Earlier. Please indicate date: _____

Student Signature: _____

Faculty Signature: _____

Please return your completed form to the Registrar's Office

**registrar@mitchellhamline.edu
or Room 120**

Office use only

Date Received _____ Date Entered _____ Completed By _____ Copy Dean of Students _____

Updated April 2021