



REQUEST FOR AN EXTENSION TO RESOLVE AN INCOMPLETE GRADE

Academic Policy: An incomplete (I) grade is given at the discretion of the instructor when special circumstances prevent the student from completing the course requirements during the regular semester. Incomplete grades are given with the understanding that the remaining work can be completed within 30 days, and each grade must be resolved within 30 days of the end of the semester or it is changed to (F).

To be completed by the student:

Name: _____ Date: _____

SID#: _____ Tulane Email: _____

Local Phone: _____ Home Phone: _____

Course CRN number: _____

Table with 5 columns: Department, Course Number, Section, Semester, Instructor's Name

Extension requested until: _____

Describe the efforts you have made to complete the course within the time allowed for resolving incomplete grades.

Four horizontal lines for describing efforts.

Student's Signature: _____ Date: _____

Recommendation of the Instructor: Please circle one.

I am/am not willing to allow the student to make up the unfinished work for my course after the deadline for resolving incomplete grades.

Signature: _____ Date: _____

Decision of the Dean:

Approved [] Denied [] Signature: _____ Date: _____

Return to: Mussafer Hall

Academic Advisor's Initials: _____

Routing: Send copy to the Registrar's Office, original to Docushare