

UNIVERSITY OF PUGET SOUND  
OFFICE OF THE REGISTRAR  
**EXTENSION OF INCOMPLETE GRADE**

To submit a request to extend an incomplete grade, please bring the completed and signed form to the  
Office of the Registrar in Jones Hall, room 13.  
The form may also be sent to the Academic Recorder at CMB 1034 or registrar@pugetsound.edu.

UPSID _____
STUDENT NAME _____ (Last, First, Middle Initial)
COURSE INFORMATION _____ (Department, Number, Section)
TERM AND YEAR _____
_____/_____/_____ is requested as the extended due date for the student to submit the Month Day Year remaining incomplete work.
<i>The final grade should be submitted to the Office of the Registrar <b>within one week</b> of this due date.</i>

**Incomplete Grade Extension Policy**

An extension of time for an incomplete grade may be requested of the faculty member by the student. If the instructor agrees with the request, the instructor must submit an Extension of Incomplete Grade form to the Registrar. Extensions are granted only when unforeseen circumstances occurred which precluded the completion of work during the period of time covered by the Incomplete. Verification of those circumstances must be provided to the instructor and to the Registrar. An extension may not be granted when the circumstances are within the purview of the student to control, e.g., did not know the due date, was not present on campus, took a trip to another geographic area, or had a heavy academic or work schedule. The Registrar (as the Dean of the University's designee) makes the decision to grant or deny an extension request and determines the duration of the extension and the date the grade is to be reported by the faculty member.

**INSTRUCTOR NAME** \_\_\_\_\_  
**INSTRUCTOR SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

<b>REGISTRAR ACTION</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied
<b>SIGNATURE</b> _____

<b>OFFICE USE ONLY</b> Recorded  _____
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