

Incomplete Grade Extension

Office of the Registrar, University of Memphis, 003 Wilder Tower / Ph: 678-2810

The following student is granted an extension of the incomplete grade deadline.

Name: _____
Last First Middle

U-Number: U _____ Term/Year "I" Awarded: _____

Course ID: _____ Date "I" to be Removed: _____
(ex: MATH 1910-0070)

Reason for the Extension: _____

Undergraduate Extensions. 2 signatures are required: (1) Course Instructor and (2) Dept Chair. A third signature, (3) College Dean, is required only if the Dept Chair is also the Course Instructor. NOTE: If the College Dean is unavailable, the Vice Provost, Academic Affairs should sign.

(1) Signature: Instructor (required) Date

(2) Signature: Dept Chair (required) Date

(3) Signature: College Dean or VP Academic Affairs (if necessary) Date

Graduate Extensions. 3 signatures are required: (1) Course Instructor, (2) Dept Chair, and (3) Graduate Dean.

(1) Signature: Instructor (required) Date

(2) Signature: Department Chair (required) Date

(3) Signature: Dean, Graduate School (required) Date

Submit approved form to Registrar - Records Analysis, 003 Wilder Tower, by the incomplete grade deadline.