

## INCOMPLETE EXTENSION REQUEST

Name: \_\_\_\_\_

Field of Study: \_\_\_\_\_

BGSU ID: \_\_\_\_\_

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### Extension of Incomplete Requested for:

Course: \_\_\_\_\_  
Dept./ Course No./Section No.

Semester/Year: \_\_\_\_\_

Extension Date Requested: \_\_\_\_\_  
\*\*\*Please note that extensions are not usually granted for more than 6 to 8 weeks\*\*\*

Reason for requested extension: \_\_\_\_\_

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### Required Signatures:

\_\_\_\_\_  
Instructor of Record Date

\_\_\_\_\_  
Graduate Coordinator Date

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**Approved**      **New Deadline for Completion of Coursework:** \_\_\_\_\_

**Denied**

\_\_\_\_\_  
Academic Dean or Designate Date

**\*\*\*Reminder:** Normal Graduate College deadlines for changing a grade of "Incomplete" are:  
Fall Term: ..... June 1  
Spring Term: ..... September 1  
Summer Term: ..... January 1

To: Registration & Records

Change INC to IGX

\_\_\_\_\_  
Academic Dean or Designate Date

pc:      Instructor  
         Graduate Coordinator  
         Student