

MARQUETTE UNIVERSITY GRADUATE SCHOOL

REQUEST FOR EXTENSION OF "I" GRADE DEADLINE

Grades of incomplete must be resolved by the deadline printed in the *Graduate Bulletin* or the grade will become a permanent incomplete (PI). Deadlines will be strictly enforced, and only in extreme circumstances will extensions be granted.

Extensions must be requested by the student via use of this form, agreed to by the professor of the course in which the grade was received, and approved by the Chair of the department. The extension must be requested and approved prior to the same deadline.

Extensions must be for a reasonable length of time, and will normally not be permitted to extend beyond the end of the term following that in which the grade was earned.

The completed form must be forwarded to the Graduate School. If, in an exceptional situation, a second extension is requested, it can only be approved by the Vice Provost for Research and Dean of the Graduate School and must also include the recommended approval of the Instructor and the Department Chair.

Part I: To be completed by Student

Student Name: _____ MUID: _____

Term in which I grade was earned: _____

Course and Section #: _____ Instructor: _____

Original Deadline: _____ Requested New Deadline: _____

Reason for request for extension: _____

Signature: _____ Date: _____

Part II: To be completed by Instructor

Request for extension is: Approved Denied

Recommended new deadline: _____

Signature: _____ Date: _____

Part III: To be completed by Chair of Department

Request for extension is: Approved Denied

New deadline: _____

Signature: _____ Date: _____

Part IV: Second extension – To be completed by the Dean of the Graduate School

Request for extension is: Approved Denied

New deadline: _____

Signature: _____ Date: _____