

# 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.** 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: Department Chair (required)* Date

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

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