



University Registrar

Request for Extension of Incomplete Grade

5150 N. Maple Avenue, M/S JA57, Fresno, CA 93740-8026

(559) 278-2191

Form MUST be submitted by faculty.

PLEASE PRINT:

Name: Last First Middle Student ID #: _____

E-mail: _____ Phone Number: _____

NOTE: An Incomplete grade must be completed within one calendar year following the end of the term during which it was assigned. However, a short term extension of the one year time limit may be granted by petition for reasons such as serious health or personal problems. If the incomplete is not made up within the one year limit or by an approved extension, it will revert to an "IC" (Incomplete Charged) grade. This policy is enforced whether or not the student maintains continuous enrollment. Approval by the instructor or department chairperson is required for the extension of time. If you have applied to graduate, this extension of time may effect your clearance for graduation and you will be required to apply for the following semester.

You will receive notification via your Fresno State student e-mail upon approval or denial of your request. This may take up to 5 working days.

To Be Completed by Student

I request an extension of time for the Incomplete grade received in:

taken in: Semester Year Course Number

Reason for request: _____

Student's Signature: _____ Date: _____

To Be Completed by Faculty

(The grade must be turned in no later than one month after the extended date.)

Extended to: Date (last day of term)

Name: Please Print Approval: Faculty Signature Date: _____

Submit to:

The Office of the University Registrar at 5592786020@fax.csufresno.edu.

(This form must be emailed from the faculty's Fresno State email.)

If you have any questions, contact (559) 278-2191.

Office Use Only

Registrar's Action: Approved Denied

Comments: _____

Emailed Student

Date

Signature

Date