

UNIVERSITY OF PUGET SOUND

OFFICE OF THE REGISTRAR

EXTENSION OF INCOMPLETE CONTRACT REQUEST

To submit a request to extend the deadline for incomplete coursework, send this form by email to Michael Pastore, University Registrar, mpastore@pugetsound.edu or Assistant Registrar for Operations, Kathleen Campbell, kcampbell@pugetsound.edu.

UPSID: _____ Student Name: _____

Course: _____ (e.g. MATH 181B – Dept, Nbr, Section)

Term and Year: _____ (e.g. Fall 2020)

_____/_____/_____ is requested as the extended due date for the student to submit remaining coursework.

Month/ Day/ Year

*The final grade should be submitted to the Office of the Registrar **within one week** of this new due date.*

Incomplete Grade Extension Policy

An extension of time may be requested of the faculty member by the student. If the instructor agrees with the request, the instructor must submit a Grade Extension Request form to the Registrar. Extensions are granted only when unforeseen circumstances occurred which precluded completion of work during the period of time covered by the original Incomplete Contract. Verification of those circumstances must be provided to the instructor and to the Registrar. An extension may not be granted when the circumstances are within the purview of the student to control, e.g., did not know the due date, was not present on campus, took a trip to another geographic area, or had a heavy academic or work schedule. The Registrar (as the Dean of the University's designee) makes the final decision to grant or deny an extension request and determines the duration of the extension and the date the grade is to be reported by the faculty member.

Explain the reason for the extension, and ability of student to accomplish the work within the new deadline, taking into account any current academic, work, and/or personal responsibilities:

Instructor Printed Name: _____

Instructor Signature: _____ Date: _____

REGISTRAR ACTION: _____ Approved _____ Denied

Registrar Signature: _____ Date: _____

REGISTRAR OFFICE:

___ Filed in student folder ___ Student/Instructor notified ___ Staff initials and date: _____