



EXTENSION OF DEADLINE FOR PREVIOUSLY ASSIGNED INCOMPLETE GRADE

Instructions: This form is only for use when an incomplete grade was previously assigned and an extension of the due date is necessary. Completed form must be returned to the Registrar's Office by the faculty member, in person or by email, **prior to the original expiration date**. If sending by email, send to grades-cas@lclark.edu. Please note that the form must be sent from the faculty member's Lewis & Clark email account.

STEP 1 ELIGIBILITY

Extensions may be granted if there is significant concern that an extenuating circumstance (medical concern, death or serious illness in the family, etc.) may prevent the student from completing the work by the previously established incomplete grade deadline. Faculty are encouraged to seek guidance from the Office of the Dean prior to granting an extension.

The extension must be requested **prior** to expiration of the incomplete grade, and in no case may the extension exceed 12 calendar months from the last day of the semester in which the course was taken.

Extensions for CORE-106 or CORE-107 must be approved by the CORE Director and may not exceed six months from the end of the semester in which the course was taken.

STEP 2 STUDENT AND COURSE INFORMATION

Student Name (First MI Last) _____ LC ID# _____

Course & Section #: (Ex: HIST-110-02) _____ Instructor's Name _____

Semester/year: (Ex. Fall 2015) _____

STEP 3 NEW DEADLINE

Student agrees to submit the outstanding work:

no later than: _____ (specify due date – if giving the maximum extension, be advised that the work should be submitted one week earlier as the grade must be submitted within the 12 month period.)

Instructor agrees to evaluate the work and submit a replacement grade within 7 days of the assigned due date – grade must be submitted within 12 calendar months from the last day of the semester in which the course was taken.

Student Signature* _____ Faculty Signature _____ Date: _____

CORE Director's approval if CORE 106 or 107: _____ Date: _____

* If the student is not on campus and cannot physically sign the form, the instructor can ask the student to send an email to grades-cas@lclark.edu. The email must:

- be sent from the student's LC email address prior to the original expiration date.
- include an acknowledgement that the student has read the agreement and will abide by the new submission deadline. **Please note that the extension will not be recorded unless the student responds before the original expiration date.**

For Office Use Only

Extension Recorded Date: _____ Initials: _____