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## Incomplete Grade Application

Student Name: \_\_\_\_\_ Major \_\_\_\_\_ Semester & Year \_\_\_\_\_

MACC Student ID Number \_\_\_\_\_ Cell Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email Address \_\_\_\_\_

Incomplete Grades: Extensions for completion of course requirements at the end of the semester may be requested from the Registrar's Office, with the approval of the instructor, for emergency reasons unforeseen at the beginning of the semester. When extensions are approved, the duration will be appropriate to the situation, but the maximum extension considered will not exceed a four-week period from the end of the semester. If more time is needed, the student must make a request in writing to the Academic Dean.

Course Letters	Course Numbers	Course Title	Professor's Name	Sem./ Hrs.
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I am applying for an extension to complete the course requirements for the above course. The duration of the extension that I have negotiated with the instructor is \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registrar's Signature

\_\_\_\_\_  
Date