

NATIONAL LABOR COLLEGE

10000 New Hampshire Avenue
Silver Spring, Maryland
Phone: 301-431-5417 Fax: 301-628-0160

PETITION FOR EXTENSION OF INCOMPLETE GRADE

Faculty: Students are eligible for **one** incomplete extension. The Registrar's Office will log the form and submit the form to the Office of the Provost for signature. If the petition for extension is denied, the Registrar will notify the instructor and student.

STUDENT'S NAME: _____

Student's ID# _____ Email: _____

Day Phone: _____ Evening Phone: _____

Course Information:

Course Name: _____ Current Grade: _____

Course Number: _____ Term/Year: _____

New Due Date: Month _____ Day _____ Year _____

JUSTIFICATION FOR INCOMPLETE EXTENSION:

THE STUDENT MUST ATTACH A SEPARATE DOCUMENT WHICH INCLUDES THE FOLLOWING:

- 1) THE REASON FOR THE INCOMPLETE EXTENSION***
- 2) THE WORK REMAINING TO BE COMPLETED***
- 3) ANY SUPPORTING DOCUMENTATION***

By means of this petition, the student and the instructor agree that the student's work will be submitted for grading no later than the new due date listed above. If work is not completed, the Incomplete grade will be changed to a permanent "F" grade. A change of grade form will be submitted to the Registrar's Office no later than two weeks after the new deadline.

Student Name (Print) _____

SIGNATURE OF STUDENT: _____ DATE: _____

Approval:

Instructor's Name (Print) _____

Instructor's Signature _____ Date _____

Office of Provost Signature: _____ Date _____