

# St. Lawrence University Office of the Registrar

## Extension for an Incomplete ('E') Grade Previously Given

Instructor's Name \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Term and Year \_\_\_\_\_ Course ID \_\_\_\_\_

Course Title \_\_\_\_\_

Instructor's HANDWRITTEN Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Extension

The Department Chair may request an extension for completing the course work and submitting the final grade. This extension may be no longer than to the end of the current semester. "Further extension must be requested of the dean of academic affairs and is unusual since the passage of time often brings changes in instructor and course content."

**Extend Deadline To:** \_\_\_\_\_ (cannot be longer than end of course term)

Chair's Name: \_\_\_\_\_

Chair's HANDWRITTEN Signature: \_\_\_\_\_

Dean's HANDWRITTEN Signature: \_\_\_\_\_ (if beyond end of courses registered term)

Date: \_\_\_\_\_