



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF LIBERAL ARTS AND SCIENCES

Application to Extend Deadline for Incomplete Grades

Instructions: Complete this form when a request is made for an extension of an incomplete course. When all signatures have been obtained, make four copies of the agreement. One copy each should be retained by the instructor, the student, the departmental chair, and the school/college. The original should be placed in the student's file. Failure to complete this process and receive the necessary approvals will result in a Permanent Incomplete in the student's transcript and a repeat of the course if it is a degree requirement.

Section I: Student Information

_____	_____	_____
Name	X Number	Date
_____	_____	_____
Address		Daytime Phone
_____	_____	_____
School/College	Program	Degree

Section II: Course Information

_____	_____
Course Number	Course Name
Semester Taken, including Year: _____	
_____	_____
Instructor's Name	Department/Program

Section III: Statement of Agreement

The coursework must be completed by _____ and no later than the end of the current semester.

Specific details of the coursework that the student must finish in order to complete all course requirements are:

Section IV: Approval Signatures

_____	_____	
Signature of Student	Date	
_____	_____	
Signature of Instructor	Date	
_____	_____	
Signature of Chair	Date	
_____	_____	_____
Signature of Associate Dean or Designee	Name of Associate Dean or Designee	Date

Please return to Graduate Division, St. John's College of Liberal Arts and Sciences, St. John Hall, Room 145 or sjcgr@stjohns.edu.