



## Extension of Time to Remove Incomplete Grade

A student may petition for an extension of the one calendar year deadline with the concurrence of the faculty. An approved petition will grant an extension of a single additional term, with a maximum of three total extensions being possible.

- A completed petition must be submitted to the Office of the Registrar **before** the one-year deadline is reached.
- An approved petition for an extension of time to remove an incomplete will be voided at the time of degree conferral.
- It is suggested that the [Contract for Completion of an Incomplete Grade](https://registrar.oregonstate.edu/sites/registrar.oregonstate.edu/files/forms/contract-for-completion-of-incomplete-i-grade.pdf) is reviewed or renewed by student and instructor: <https://registrar.oregonstate.edu/sites/registrar.oregonstate.edu/files/forms/contract-for-completion-of-incomplete-i-grade.pdf>
- See [Academic Regulation 17](https://catalog.oregonstate.edu/regulations/) (<https://catalog.oregonstate.edu/regulations/>)

Name: \_\_\_\_\_ OSU ID #: \_\_\_\_\_  
*Last First Middle Initial*

Subject \_\_\_\_\_ Course # \_\_\_\_\_ CRN # \_\_\_\_\_ Credits \_\_\_\_\_

Term Incomplete Grade was issued \_\_\_\_\_ Term Incomplete Grade will be completed \_\_\_\_\_

Reasons for extension: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor:  Approve  Disapprove

\_\_\_\_\_  
Instructor Name (printed)

\_\_\_\_\_  
Instructor Signature - *Electronic/digital signatures will not be accepted.*

Department Chair:  Approve  Disapprove

\_\_\_\_\_  
Department Chair Name (printed)

\_\_\_\_\_  
Department Chair Signature - *Electronic/digital signatures will not be accepted.*