

## **REQUEST FOR EXTENSION OF INCOMPLETE STATUS IN-SERVICE MA IN ENGLISH PROGRAM**

Participants automatically receive incompletes in the In-Service MA in English courses enrolled in for credit during the summer session. It is assumed that you will finish the out-of-class written projects by the end of the subsequent fall semester. If it becomes necessary to seek an extension of the incomplete until the spring semester, you must file this REQUEST FOR EXTENSION OF INCOMPLETE STATUS form. Be sure to take copies of this form with you when you leave campus at the end of summer. The form must be mailed directly to the instructor of the course. If you are seeking an extension in more than one course, you must submit a separate extension request for each course. This form must reach your instructor(s) by December 1.

1. Name of graduate student: \_\_\_\_\_

2. Date: \_\_\_\_\_

3. Name of course: \_\_\_\_\_

4. Name of instructor: \_\_\_\_\_

5. Reason for request:

6. Approved ( )                      Disapproved ( )

Instructor's signature: \_\_\_\_\_

Student's Address: \_\_\_\_\_  
\_\_\_\_\_

### **POLICY ON FINISHING INCOMPLETES**

Normally, students are expected to complete out-of-class written projects by the end of the fall semester following summer school (in time to be evaluated—i.e., by the end of the first week in December).

Occasionally, untoward circumstances or unexpected professional duties make it necessary for the student to seek an extension into spring semester. The attached form must be filed as directed to obtain this extension. (Extensions are not automatic.)

An additional extension may be granted if warranted, but students are expected to finish all incompletes within one year.