Extension of Incomplete
Undergraduate

A student may apply for an extension of the time allowed to complete the course work required to remove the “I” grade. The request for extension may be obtained in the Records and Registration Office. A student who re-enrolls in residence, may be granted a one-semester extension. If an extension is granted, it is the student’s responsibility to ensure the “I” grade is removed by the date indicated. The request form must be submitted no later than the last day of the term.

Name: ___________________________ UNM ID. Number: ___________________________
Last First M.I.
Address: ___________________________
Birthdate: ___________________________
Telephone: ___________________________

I request the extension of an Incomplete received in:
Department: ___________________________ Course #: ___________________________ Course Title: ___________________________

Fall
Semester course was taken: Spring Instructor: ___________________________
Summer Year

Instructor Signature ___________________________ Date _____________

NOTE TO STUDENT: Please review the current university regulation concerning Incomplete Grades: Incomplete grades received must be resolved no later than one year (twelve months) from the published end day of the semester in which the grade was assigned. Incomplete grades not resolved within the time frame stated in this policy are automatically converted to an F (failure) grade. If an extension is granted, it is the student’s responsibility to ensure the “I” grade is removed by the date indicated.

Student Signature ___________________________ Date _____________

Submit the completed Extension of Incomplete:

By Mail: Attn: Extension of Incomplete Office of the Registrar MSC11 6325 1 University of New Mexico Albuquerque, New Mexico 87131-0001
Drop Off: Attn: Extension of Incomplete Office of the Registrar Mesa Vista Hall - North Fax to: 505.277.6809

If you have additional questions, contact the Registrar’s Office at 505.277.8900 or unmreg@unm.edu

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OFFICE USE ONLY:

Approved: __________ Extension Granted Until: ________________ By:
Denied: __________ Date: ________________
Explanation of Denial: ___________________________

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