



# 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: \_\_\_\_\_  
Last First M.I.

UNM ID. Number: \_\_\_\_\_

Address: \_\_\_\_\_

Birthdate: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

I request the extension of an Incomplete received in:

Department: \_\_\_\_\_ Course #: \_\_\_\_\_ Course Title: \_\_\_\_\_

Semester course was taken: Fall \_\_\_\_\_ Instructor: \_\_\_\_\_  
Spring \_\_\_\_\_  
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](mailto:unmreg@unm.edu)

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**OFFICE USE ONLY:**

Approved: _____	Extension Granted Until: _____	By: _____
Denied: _____		Date: _____
Explanation of Denial: _____		