Office of
Graduate Studies
107 Humanities Building
Albuquerque, NM
87131-1041
Telephone (505) 277-2711
FAX (505) 277-7405

Petition for Extension of an Incomplete Grade

Name: ☐ Mr. ☐ Ms. _____
Last First Middle

UNM ID Number: _____ **Telephone:** _____

Address: _____
Street City State Zip Code

Major Graduate Unit: _____

I request an extension of the time completing the work for the course: _____
Course Department & Number

_____
Course Title

taken during the _____ **term of** _____ **with** _____
Fall/Spring/Summer Year Instructor

I was unable to complete the requirements for the following reasons: *

_____

_____

_____

*Reasons should be specific and complete. According to University policy, Incomplete grades are given only for reasons beyond the student's control, and therefore Extensions of Incomplete grades are granted only for reasons beyond the student's control.

Student's Signature _____ Date _____

Instructor's Signature _____ Date _____

Office of Graduate Studies Action: Approved _____ Denied _____

Dean of Graduate Studies Signature _____ Date _____