



Veritas International University
Incomplete Extension Request
7600 Jefferson St. NE, Suite 24 |
Albuquerque, NM | 87109

Student Name: _____ Date: _____

Address: _____

"I request an Incomplete for the following course":

Course ID: _____ Course Name: _____

Course Term: _____

Reason for Request:

TERMS OF INCOMPLETE EXTENSION

An Incomplete (I) grade status is not granted automatically: it is the student's responsibility to complete this request for extension. Extension requests must be submitted before the course end-date and will be subject to faculty and university approval given the time of submission. Requests submitted after the course end-date will not be granted. Upon submission of this written extension request, the student agrees to pay the \$50 extension fee. Extensions may be granted only in cases of just cause. Requests due to circumstances that are deemed an emergency, such as prolonged serious illness or death in the family, will be granted.

If an Incomplete grade is approved, it will automatically become a failure (F) after thirty (30) days from the course end-date if arrangements are not made for a secondary extension prior to this time. Failure to complete all remaining coursework within the Incomplete extension timeframe will result in a failing grade for the course. A Withdrawal from the course within an Incomplete extension window will not be granted (or will be graded as a Withdrawal Failure (WF) which will negatively impact the student's GPA with 0 points).

Student Signature: _____

Faculty Signature: _____ Date: _____

VIU Office Use Only:

☐ Approved ☐ Denied: Reason:

Paid Fee: ☐ Yes ☐ No

Registrar Signature:

Academic Dean Signature:

New Completion Date: