



**Extension/Incomplete  
Grade Request**

3000 W. MacArthur Blvd., Kwave Building,  
Second Floor, Santa Ana, CA 92704

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

“I request an ‘Incomplete’ for the following course”:

Course ID: \_\_\_\_\_ Course Name: \_\_\_\_\_

Reason for Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

An “Incomplete” grade status is not granted automatically. It is the student’s responsibility to complete this request that are deemed an emergency circumstance, such as prolonged serious illness or death in the family, will be granted. If an Incomplete grade is approved, it will automatically become an “F” (failure) after sixty (60) days from the end of the course if arrangements are not made for an extension prior to this time. Extension may be granted only in cases of just cause. Upon sub- mission of the written extension request, the student agrees to pay the \$50 extension fee as well as a 1/2 grade reduction of the final grade for the course. The University must also approve this extension.

Student Signature: \_\_\_\_\_

**VIU Office Use Only:**

Approved  Denied: Reason:

Paid Fee:  Yes  No

Registrar Signature:

Academic Dean Signature:

New Completion Date: