DEPARTMENT OF SPANISH AND PORTUGUESE

Graduate Student Request for a Grade of Incomplete (EX)

Student: _____ _____
name UIN

Program: ( ) M.A. ( ) Ph.D.

_____/_____ _____ _____
Semester Year Course Instructor

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DEPARTMENT POLICY ON EX GRADES:

EX grades for incomplete coursework should be requested only because of documentable emergencies, such as serious personal health problems, death in the family, jury duty, etc. An EX is reflected on the student's transcript; a pattern of corrected EXs will suggest to most evaluators that the student is not able to meet deadlines or to fulfill work commitments.

An EX should NOT be requested simply because the student would like more time to finish assigned course work, or because additional time would allow the student to produce a better term paper.

When considering a request for an EX, faculty may request appropriate documentation that an emergency situation exists.

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Work remaining for the course: _____

Timetable for completing the course: _____

_____

_____

Reason for requesting extension: _____

_____

_____

_____

_____ _____
Student's Signature and date Instructor's Signature and date

_____
Academic Advisor's Signature and date

Date work completed: _____ Grade changed to: _____