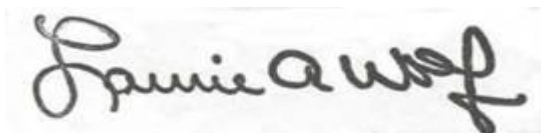


DES MOINES AREA COMMUNITY COLLEGE
EDUCATIONAL SERVICES PROCEDURES

Section: ACADEMIC AND STUDENT AFFAIRS
Subject: Incomplete Grade – Extension of Time
Effective Date: October 2005
Number: ES4563
Revised:

- I. Institutional Regulations:
 - A. The Board of Directors of DMACC confers upon the staff the power to establish academic standards as they relate to the educational process.

- II. Procedure
 - A. An instructor may extend the time allowed for completion of the work until the end of the term by submitting an "Extension of Time – Incomplete Grade" form to the Student Records office. Only one such extension may be granted. If a grade change has not been submitted by the instructor by the end of the term (at the end of the "Extension of Time"), the "I" grade will become an "F" grade.
 - B. As a courtesy, the Student Records office will alert the instructors of any outstanding "I" grades that will be converting to an "F" grade.



10/11/05

APPROVED: _____
Executive Dean, Student Services

Date: _____



10/11/05

Date: _____



Extension of Time – Incomplete Grade

(Please print)

Student's name _____
Last First Initial DMACC ID Number

I hereby request an extension of time to make up the work for the "Incomplete" grade now recorded for the course:

Term Course Acronym & Number CRN Section Title Credits

I request this extension of time for the following reason(s): _____

I understand that, by policy, the "I" grade will become an "F" if I do not complete the work by the completion date.

Student's Signature _____ Date _____

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An extension of time for the "Incomplete" grade in the course indicated above is hereby:

GRANTED DENIED

All required work as described on the Incomplete Grade Contract to which this Extension of Time applies is to be completed and turned in to the instructor no later than:

_____ at _____ in Room _____
Date Time Number

The Change of Grade Report Form is to be returned to the Student Records Office no later than the close of office hours of the third working day following the above completion date.

Instructor's Signature _____ Date _____

The extension can be approved only to the "End of Term" date on the DMACC Academic Calendar for the subsequent semester in which the "I" grade was assigned. Only one such extension may be granted.