



University of New Mexico
MSC 03 2180
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Albuquerque, NM 87131-1041
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Petition for Extension of an Incomplete Grade

Name: Last First Middle

UNM ID Number: Telephone:

Address: Street City State Zip Code

Major Graduate Unit:

I request an extension of time to complete work for the course: Course Department & Number

Course Title

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

I was unable to complete the requirements for the following reasons*:
[Blank lines for text entry]

*Reasons should be specific and complete. According to University policy, incomplete grades are given only for reasons beyond the student's control, therefore, extensions of incomplete grades are granted only for reasons beyond the student's control. An extension is granted on a semester-by-semester basis, that is, an extension beyond one semester will require approval of this form each time.

Student's Signature Date

Instructor's Signature Date

Office of Graduate Studies Action: Approved Denied

Dean of Graduate Studies Signature Date