



Granite State College

Office of Academic Affairs

INCOMPLETE GRADE CONTRACT - EXTENSION

Please read the [Incomplete Grade Procedures](http://my.granite.edu/forms-faqs) prior to filling out this form: <http://my.granite.edu/forms-faqs>

Section 1. Incomplete Grade Contract Extensions are only applicable up to one additional term from the original Incomplete Grade Contract submitted.

Deadline: Submit one week prior to the original contract's Final Grade Submission Date for review and approval.

<u>Student GSC ID*:</u>	Student First & Last Name:	Student Go.Granite Email:	
Term & Year of Course:	Course/Section:	<u>CRN*:</u>	Instructor:
Course Title:			Instructor Go.Granite Email:

**Required*

1. Please state or attach the reason(s)/ supporting documentation for requesting an extension on the Incomplete grade:

2. List remaining work to be completed, explaining in detail the type of assignment, its components, how it will be submitted, and the expected completion date:

Remaining Work To Be Completed	Explain in detail method by which work will be completed
Date to be Completed by:	
New Final Grade Submission Date:	

Maximum allowable times to submit work and grades can be found on page 2. The final grade must be submitted to gsc.grades@granite.edu. If a final grade is not submitted, the incomplete grade on the student's record will automatically change to an "F" after the deadline stated in this contract. If the student wishes to file an academic petition, they must reach out to the faculty.

ID:

Name:

Extend Online Course Availability to the Student:

Yes, until this date: _____

Not needed

Instructor Signature:

Date:

X

To email this contract: Send from your go.granite.edu email to gsc.incompletes@granite.edu.

To mail this contract: Send to Office of Academic Affairs, Granite State College, 25 Hall Street, Concord, NH, 03301.

Maximum allowable time to submit work and grades:

<u>Current Term</u>	<u>Deadline</u>	<u>Description</u>
Fall Term	February 1st February 14th	Work from student to faculty Grades from faculty to GSC
Winter Term	June 1st June 14th	Work from student to faculty Grades from faculty to GSC
Spring Term	September 1st September 14th	Work from student to faculty Grades from faculty to GSC
Summer Term	November 1st November 14th	Work from student to faculty Grades from faculty to GSC