

**Johns Hopkins University  
Arts & Sciences/Engineering  
Incomplete Grade Extension Request Form for Graduate Students**

Instructions: This form should be completed by AS/EN graduate students who have reached the one-year time limit on an Incomplete (I) grade. If this form is approved, students earn one additional semester to complete the required coursework. At any point during that time, the instructor may award a final grade using a Grade Change Form with the approval of the Dean's Office. If a grade is not awarded, either the student submits another extension request by the end of the semester or the grade becomes a permanent "I". It should be unusual for a student to submit multiple extension requests for the same course.

**Graduate Student's  
First Name:** \_\_\_\_\_

**Graduate Student's  
Last Name:** \_\_\_\_\_

**Hopkins ID Number:** \_\_\_\_\_

**Student's Department:** \_\_\_\_\_

**Course/Section Number:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_

**Semester Course was Taken:** \_\_\_\_\_

**Semester for which Extension is Requested:** \_\_\_\_\_

**Explanation of why coursework has not yet been completed:**

**Description of coursework remaining to be completed:**

**Graduate Student's Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Instructor's Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

*Arts & Sciences Students: Submit form to Whitehead 101 (KSAS Graduate Affairs)*

*Engineering Students: Submit form to NEB 126 (WSE Academic Affairs)*

**Dean's Office Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_