Lewis & Clark College Graduate School of Education and Counseling

Graduate Registrar's Office 615 S Palatine Hill Road, MSC 90

Portland, Oregon 97219-7899

Phone: 503-768-6030

Email: gradreg@lclark.edu

Extension of Incomplete Grade

- After one year an Incomplete becomes a Permanent Incomplete (PI) and cannot be changed.
- In extraordinary circumstances, a student may petition for an extension of the Incomplete one-year deadline. The student must initiate the request for extension in advance of the one-year deadline.
- Students should submit this form to the course instructor.
- To be granted, the petition must be approved by the instructor, the department chair, and the dean of the Graduate School.
- For more information please visit: https://graduate.lclark.edu/offices/registrar/forms and resources/incomplete extension/

First name		Last name		Date
LC ID#		LC	Email Address	
Course & Section (ex: AT 563-01)	Title/Description (ex: AT Special Topics)			Term (ex: Fall 2023)
Reason for Extension	on (attach any necessary s	upporting docume	ntation):	
o be completed by ti	he instructor:			
Coursework to be completed by date:			Grade submitted to Registrar by date:	
equired approvals:				
Instructor Signature*				Date
Department Chair Sig	nature*		Date	
Dean of the Graduate School Signature*				Date

*Form can be sent directly from LC email account in lieu of a signature