



OFFICE OF RECORDS AND REGISTRATION

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Request for Extension of an Incomplete Grade

Instructions:
1. Complete Section A
2. Obtain instructor's signature in Section B
3. Return to Records and Registration - SSC 218

Section A:

Name: \_\_\_\_\_

UA Little Rock ID: \_\_\_\_\_

Course

Department: \_\_\_\_\_ Course Number: \_\_\_\_\_

Course Name: \_\_\_\_\_

Term and Year "I" Issued: [ ] Spring [ ] Summer [ ] Fall

[ ] Undergraduate

[ ] Graduate

Reason for Extension of Incomplete:

Four horizontal lines for text entry.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Section B:

Deadline date required for completion of Incomplete: \_\_\_\_\_ MM/DD/YYYY

Instructor's Name (please print): \_\_\_\_\_

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

Office Use Only:
Processed by: \_\_\_\_\_
Date: \_\_\_\_\_