



OFFICE OF RECORDS AND REGISTRATION

Phone: (501) 916-3110
Fax: (501) 916-3168
Email: records@ualr.edu
2801 South University Avenue
Little Rock, AR 72204

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: _____