



**Page 2 EXTENSION OF “INC” GRADE OR TO REOPEN AN “FIN” GRADE APPEAL FORM**

Date: \_\_\_\_\_ I.D. #: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First)

**INSTRUCTIONS FOR REQUESTING AN EXTENSION OF “INC” GRADE  
OR TO REOPEN AN “FIN” GRADE**

**To Request Permission to Extend the Time in Which to Resolve an “INC” Grade:**

**Note: Your request SHOULD be submitted by the end of the 12<sup>th</sup> week of the semester immediately following the semester in which the “INC” grade was assigned.**

1 You must complete the Extension of “INC” Grade or To Reopen an “FIN” Grade Appeal Form. Your appeal statement must include the extenuating events that prevent(ed) you from submitting the missing work by the end of the semester immediately following the semester in which you received the “INC” grade.

2 The reasons given in your statement must be supported with official dated documentation that is not returnable, but will be held in strict confidence. (The USSC may accept as documentation, 3<sup>rd</sup> party notarized verification of the events when official documentation may not be available.) **NO EXCEPTIONS!** Failure to submit documentation may result in the denial of this appeal.

3 If your instructor is willing to accept the missing work, you must have them complete their portion of the Extension of “INC” Grade or To Reopen an “FIN” Grade Appeal Form, on the following page.

4 Once items 1 through 3 are completed, you must submit all the above to the Undergraduate Scholastic Standards Committee (USSC) for review. The USSC will inform you and the instructor of their decision by e-mail.

**To Request Permission To Reopen An “FIN” Grade:**

An “FIN” is a temporary grade of Incomplete which has been assigned an “F” when the student fails to meet some of the class requirements by the end of the next regular semester (fall or spring).

When a student wishes to resolve an “FIN” to an earned grade, they **must first request** permission from the Undergraduate Scholastic Standards Committee (USSC).

The College Academic Senate Policy states in part...“A FIN cannot be resolved by sitting in or auditing the class again...the acceptance of a student’s work by faculty after the conversion of a temporary grade to F (and) the submission of a Change of Grade Form by the instructor, **neither** compels the Registrar to post the earned grade **nor** the USSC to grant permission to reopen a closed temporary grade.”

In order to request permission to reopen an “FIN” grade, you must complete steps 1 through 4 above.

I have read and understand the instructions for an Extension of “INC” Grade or Reopen an “FIN” grade:

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

