

Incomplete Extension Request

Background on Incomplete Grades

Students with incomplete grades have one semester, excluding summer, to complete the coursework. For example, if a student received an incomplete grade for Fall 2024 semester course, the student would have until the end of Spring 2025 to resolve the grade. If not resolved, the incomplete will convert to the default grade.

Requesting an Extension of an Incomplete Grade

Course instructors can utilize the Incomplete Extension Request form to grant a student a one-semester extension to resolve an incomplete grade.

Following our example above, the student initially received the IN grade for a Fall 2024 semester course and has until Spring 2025 to complete the coursework. An extension will grant the student until the end of Fall 2025 to complete the coursework before it converts to the default grade.

The online request form is posted in the Teaching Toolkit of the myUT portal. This online form replaces the previous PDF version of the form (Incomplete Documentation Form).

TEACHING TOOLKIT

[Student Safety Commitment Concern Form](#)

[Active Assignments](#)

[Detail Class List](#)

[Detail Schedule](#)

[Faculty Grading](#)

[Grade Change](#)

[Incomplete Extension Request](#)

[Registration Overrides](#)

[Summary Class List](#)

[Week at a Glance](#)

[More Teaching Options...](#)

Submitting the Extension Request

To request the extension, select the term of the course. You will then be prompted to select the course and the student. Only students with incomplete grades will display.



Incomplete Grade Extension Request

Course instructors can utilize this form to grant a student a one-semester extension to resolve an incomplete grade.

To request the extension, select the term of the course. You will then be prompted to select the course and the student. Only students with incomplete grades will display.

Request Information	
Requestor Rocket ID:	Requestor Name: Rocky Rocket
Term: Fall 2024	
Course: 45980 Principles of Psychology PSY 1010-001	
Student: -- Please Select --	<i>(Note : Only students with Incomplete grades will display)</i>

In the comment box, please include a brief explanation of the coursework the student must complete to resolve the incomplete grade.



Incomplete Grade Extension Request

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To request the extension, select the term of the course. You will then be prompted to select the course and the student. Only students with incomplete grades will display.

Request Information	
Requestor Rocket ID: <input type="checkbox"/>	Requestor Name: Rockey Rocket
Term: Fall 2024	
Course: 45980 Principles of Psychology PSY 1010-001	
Student: Sample T. Student	<i>(Note : Only students with Incomplete grades will display)</i>
Student First Name: Sample	Student Last Name: Student
Student Middle Name: T.	Student Rocket ID: R0000000
Student Level:	
Current Change Reason: OE (Original Grade)	Current Extension Date: 05/02/2025
An approved extension request will grant the student an additional semester (excluding summer) to resolve their incomplete grade.	
Reason for Request:	
Sample T. Student must complete final project and take final exam to resolve incomplete grade.	
<input type="button" value="Save Progress"/>	<input type="button" value="Next"/>

The form will be submitted to the Registrar's Office for review and processing. The course instructor and student will receive a confirmation email when it has been processed.

Requesting a Second Extension

Undergraduate* students are eligible for a second extension with the approval of the appropriate college official.

When requesting a second extension, you will be prompted to select an approver from your college.

The request will be routed to the college approver. If they approve the extension request, it will be submitted to the Registrar's Office for processing. The instructor and student will receive emails when the request has been processed.

*Per University policy, graduate students are not eligible for a second incomplete extension.

Submitting a Final Grade

Once a student has completed the necessary coursework to resolve the incomplete grade, the instructor can submit a final grade using the grade change link located in the myUT portal.

Instructions for College Approvers

College approvers will receive an automated email indicating they have been designated to review an incomplete grade extension request. The college approver can follow the link provided in the email to approve or deny the request.

If approved, the request will be submitted to the Registrar's Office for processing. The instructor and student will receive emails when the request has been processed.

Denied Requests

If a request is denied, the instructor submitting the request will be notified via email through the workflow process.