

For Instructor Use Only

Rationale:

The student needs to do the following in order to complete the course:

Deadline for final grade to Registrar's Office:

Final grade to be entered if no additional work is completed:

Instructor, by checking this box and typing your name below, you have created an electronic signature as legally binding as your hand-written signature.

Instructor Signature:

Registrar's Office Only

Date Request was Completed:

Initiated by the student.

Instructor may approve or deny student's request.

The instructor must complete all the fields in the Instructor section of the form.