

## Incomplete Grade Guide

Grades of incomplete (I, X or IX) must be resolved by the deadline printed in the Graduate Bulletin or the grade will become a permanent incomplete (PI). Deadlines are strictly enforced, and only in extreme circumstances will extensions be granted.

1. extensions must be requested by the student via use of Incomplete Extension of Time Request form
2. agreed to by the professor of the course in which the grade was received
3. approved by the Chair of the department
4. the extension must be requested approved prior to the same deadline

The Incomplete Extension of Time Request form is on our website at [www.marquette.edu/gsm/forms](http://www.marquette.edu/gsm/forms).

Extensions must be for a reasonable length of time, and will normally not extend beyond the end of the term following that in which the grade was earned.

The completed form must be forwarded to the Graduate School of Management. If, in an exceptional situation, a second extension is requested, it can only be approved by the Associate Dean of the Graduate School of Management and must also include the recommended approval of the Instructor and the Department Chair.