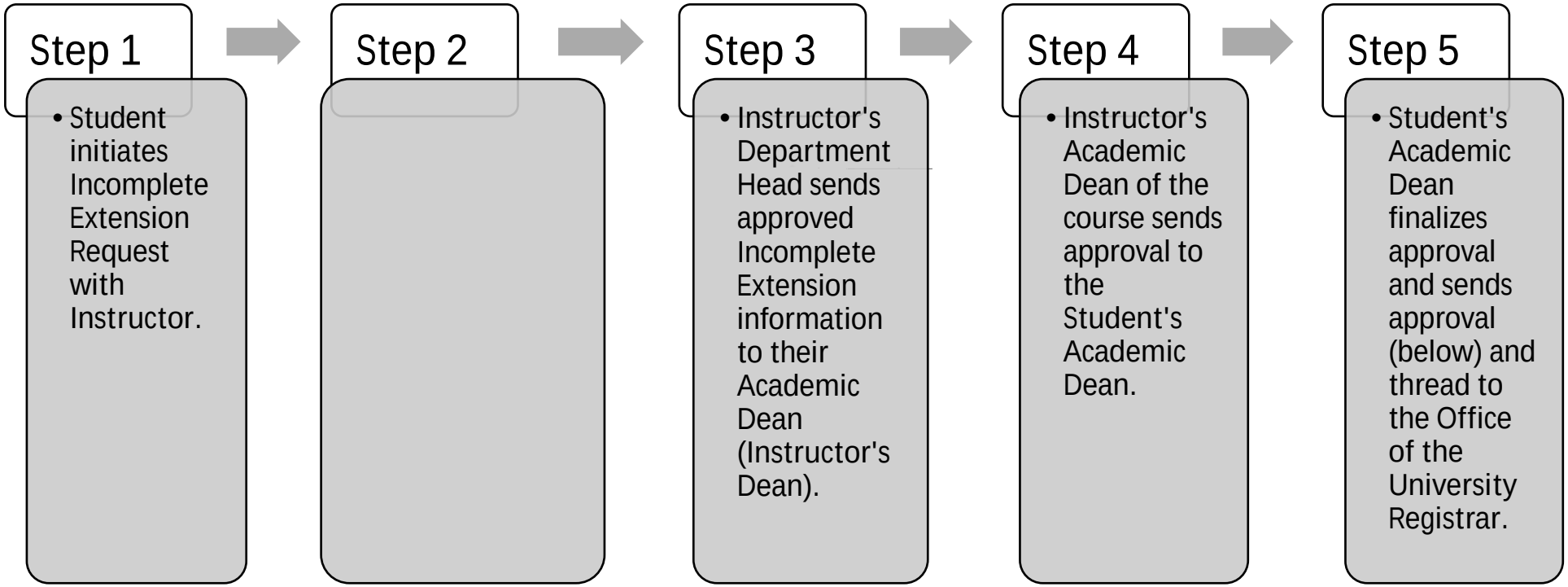
Request for Incomplete Extension Workflow



Step 1

- Student initiates Incomplete Extension Request with Instructor.

Step 2

Step 3

- Instructor's Department Head sends approved Incomplete Extension information to their Academic Dean (Instructor's Dean).

Step 4

- Instructor's Academic Dean of the course sends approval to the Student's Academic Dean.

Step 5

- Student's Academic Dean finalizes approval and sends approval (below) and thread to the Office of the University Registrar.

IMPORTANT:

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