

MEREDITH COLLEGE

Request to Extend Z Grade

An interim grade (Z) is assigned only in a course that does not terminate at the end of the current grading period. This interim grade is not included when computing the current quality point average. If a Z is not completed by the final class day of the next semester, it automatically becomes an F.

In the case that an extension is needed on the Z grade, to extend past one semester, this form is used. The instructor sets forth the requirements for completing the course no later than the end of the next semester. These requirements should be clearly understood by both the instructor and student as detailed on this form. As soon as the requirements are completed, the instructor should submit the final grade to the registrar's office. The requirements for completion of a course for a grade, as well as the deadline for completion of the work, will not be extended in the case of leave of absence or withdrawal from the college.

Guidelines for an Extension of a Z Grade:

- An extension is appropriate for limited amounts of work due late in the semester (typically after the last day to withdraw) when extraordinary circumstances prevent the completion of required coursework within the time limits previously established.
- An extension is only appropriate when the student's record in the course is such that the successful completion of the indicated coursework would provide the student with an opportunity to pass the course.
- An extension is always at the discretion of the instructor. Approval is not guaranteed.
- An extension may not be appropriate in some instances.
- Students should be mindful of the impact that an extension may have on course prerequisites, progress towards graduation and financial aid. Students are encouraged to discuss the impact of extensions with their advisor, the Office of the Registrar, and Financial Assistance.

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Student ID

Reason for extension request

_____ and _____
Student (Full Legal Name)

_____ have agreed upon a Z grade extension in
Instructor Name

_____ for the _____ of 20_____.
Course-Number-Section Semester

Assignments completed/graded to date	Requirement required for final grade determination
Ex. 5 quizzes, writing assignment one, exam 1 and 2	Ex. Final Exam, project title, final paper (be specific)

Is this course a prerequisite for any preregistered classes? _____ If so, which course(s) _____
Yes/No

If yes, I understand I will be dropped from the class because I do not meet the required prerequisite. _____
Student's initials

Date incomplete work is due to instructor: _____
(Date not to exceed the last day of the next regular semester)

I understand the requirements as stated above and that it is my responsibility to follow up with my instructor.

Student's signature (required): _____ Date: _____

In lieu of the student's signature, a copy of the student's electronic confirmation of the specified requirements and deadline may be attached.

Instructor's signature (required): _____ Date: _____

When all fields on this form have been completed, and no later than the deadline for final grades for the current semester, the instructor or departmental representative will submit this form to the Office of the Registrar.