



Maalot Institutes of Torah
6530 N. 7th St. Phoenix, Arizona 85014
(480) 454-7228 maalotcollege.org

Request for Extension/Incomplete Grade

Name of Student _____ Date _____

Name & Number of course _____

End date of the course _____

Instructor _____

Reason for request to extend end date, or final exam or paper:

Signature of Student making the request _____

Please note that no request will be granted for more than 6 months from end date of the course. This includes enough time to grade and enter the final grade. It is the responsibility of the student to check that the final grade is entered before the 6 months have passed. Once six months have passed and no grade is entered, the student will receive an automatic F for the course.

Please return this form to: Maalotinfo@maalotinstitutesoftorah.com

For office use only

Request Granted _____

Request Denied _____

Extended deadline (exact date) _____

Signature of Instructor _____

Signature of Dean or Director _____