REQUEST FOR INCOMPLETE GRADE

1. I am requesting an incomplete grade in the course described below and agree to submit the remaining work for this course by the date specified in section 2.

Student name (please print): ____________________________________
Student signature: __________________________________________________________
E-mail: __________________________________________________________________
Phone: __________________________________________________________________
University ID: _____________________________________________________________

2. I have agreed to give this student an incomplete (I) in this course, with the understanding that the remaining work will be submitted to me by (date)_________________________.

Instructor’s name (please print): ___________________________________________
Instructor’s signature: _____________________________________________________
E-mail: __________________________________________________________________

3. Course title: _____________________________________________________________
Course number: __________________________________________________________
Semester and year: _________________________________________________________

Under GSAS rules, an unresolved incomplete (I) grade automatically becomes an F one year after the beginning of the semester in which the course was taken, unless the student has been granted an extension of the incomplete. The student must ask the Associate Director to request an extension from the Vice Dean. This request must be made before the original term of the incomplete expires (i.e., one year after the start of the semester in which the course was taken) and will only be made with the approval of the course instructor. Such extensions are limited to no more than one year, beyond which no further extension will be granted. Please note that individual instructors may set earlier deadlines for completion of incomplete coursework.

For further information on these policies, please see section 3.6 of the GSAS Policies & Procedures Manual at http://gsas.nyu.edu/page/policiesprocedures.