

EXTENSION ON COMPLETION OF WORK OUTSTANDING

This form is to be completed whenever a student requires an extension on a grade of incomplete (I) beyond the time frame granted when the professor assigns the initial grade of I. **If a grade of I is not made up by the end of the extension time frame, the I will lapse to an "F", unless the professor grants a further extension, with a specific end date, as specified by this form. Extensions should only be granted under extraordinary circumstances and for compelling reasons.** NOTE: The Registrar will change a grade of "I" to "F" at the end of the second semester following the course unless a further extension is granted by the approval of this request for an extension.

_____ Name of Student

_____ Student ID Number

_____ Department Undergraduate Graduate

_____ Expected Date of Graduation

An extension on a grade of incomplete (I) is being sought for the following course:

Course Title _____

Course Number _____

Semester of Enrollment _____

Instructors Name _____

Reason for Extension of the Grading Period:

Work Remaining to Be Done:

Due Date for Completion

Instructor Approval

Date

Departmental Approval

Date

Tisch Dean's Office Approval Date