

**NEW YORK UNIVERSITY  
TISCH SCHOOL OF THE ARTS  
REQUEST FOR A GRADE OF INCOMPLETE**

The deadline for submitting this form to the instructor is ***on or before the last day of classes.***

NAME \_\_\_\_\_ UNIVERSITY ID # \_\_\_\_\_  
PHONE \_\_\_\_\_ NYU EMAIL ADDRESS \_\_\_\_\_@nyu.edu  
MAJOR DEPARTMENT \_\_\_\_\_ PLEASE CHECK:  UNDERGRADUATE  GRADUATE  
COURSE NUMBER \_\_\_\_\_ INSTRUCTOR \_\_\_\_\_  
COURSE TITLE \_\_\_\_\_ SEMESTER & YEAR OF COURSE \_\_\_\_\_

**STUDENT:**

**STATE YOUR REASON FOR REQUESTING A GRADE OF INCOMPLETE.**

(You may attach additional paper if you need more room for your explanation).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INSTRUCTOR:**

**LIST THE REMAINING COURSE WORK TO BE COMPLETED.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEADLINE FOR SUBMITTING INCOMPLETE WORK \_\_\_\_\_

FINAL GRADE TO BE GIVEN IF INCOMPLETE WORK IS NOT SUBMITTED BY THE DEADLINE GIVEN \_\_\_\_\_

**STUDENT'S SIGNATURE**

*I understand that I am responsible for submitting my incomplete work by the assigned due date; otherwise I will receive the final grade my instructor has indicated above.*

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

**INSTRUCTOR APPROVAL**

*To approve the student's request for a grade of incomplete, please sign this form, keep a copy, and give a copy to the student. Please submit the original form to your department administrator. Upon the successful completion of the incomplete work, or upon the expiration of the deadline, please submit a final grade to your department administrator.*

\_\_\_\_\_  
*Instructor's Signature*

\_\_\_\_\_  
*Date*