

## 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