

New York University  
College of Arts & Science  
**INCOMPLETE EXTENSION REQUEST**

Last: \_\_\_\_\_ First: \_\_\_\_\_ M.I.: \_\_\_\_\_ Date: \_\_\_\_\_  
N Number: \_\_\_\_\_ Email: \_\_\_\_\_

A request for an extension of time (beyond the normal, one semester grace period) in order to complete a course in which you have a grade of "I" (incomplete) must be approved by your professor and the College of Arts and Science Advising Center (Silver Center, Room 905). If the "I" has already lapsed to an "F," you cannot receive an extension.

Step 1: Complete Part A

Step 2: Part B must be completed by the professor who gave you the grade of "I."

Step 3: Return this form to the CAS Advising Center. You will be notified by email when a decision is made.

---

---

**Part A: Student**

Course Title: \_\_\_\_\_  
Course Number: \_\_\_\_\_ (CAS courses only)  
Semester Taken: \_\_\_\_\_  
Instructor: \_\_\_\_\_

I am requesting an extension of time in which to make up a grade of Incomplete in the above course for the following reason(s):

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

---

**Part B: Instructor**

Work that must be completed to earn a final grade for the course (check as many as applicable):

final exam                       paper(s)  
 exams(s) other than final       lab report(s)       other: \_\_\_\_\_

I DO approve this request for an extension.

Deadline for completion is at the end of \_\_\_\_\_, \_\_\_\_\_. (Only one semester extension permitted)  
(semester)                      (year)

I DO NOT approve this request for an extension.

Professor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

---

**Part C: Advising Center**

(Do not write below this line. For office use only.)

ACTION (only if instructor has approved):  Approved       Denied

Deadline for completion is at end of \_\_\_\_\_, \_\_\_\_\_.  
(semester)                      (year)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy: #1 CAS Advising Center      #2 Student      #3 Registrar