In this document, you will find instructions on how to request an Incomplete Pass (IP) or an Incomplete Fail (IF) grade based on your performance throughout the semester. The instructions include:

- Under exceptional circumstances
- At the discretion of the course instructor
- After the ninth week of the semester
- With 50% of the coursework complete

The amount of time you will have to complete the work will be determined by the instructor, but it cannot be longer than 6 months after the close of the semester. If you do not complete the outstanding work by the agreed date, an IP becomes an N, and an IF becomes a F. If you complete the work within the time period, your instructor will consider it along with your other course performance to determine your grade. You will not receive an extension beyond the end of the contract date. Three incomplete grades or more during a semester may result in academic action by the Committee of Student Progress and failure to meet academic progress by the Office of Financial Aid.

The document also includes sections for student information, course information, and work required for grade assignment. There is a space to sign for completion and an approval signature for NYU Steinhardt Use Only.