

Incomplete Grade Agreement

Student Information

First Name	Last Name	N ID Number
Department	Program	Email Address
Year: _____ FALL <input type="checkbox"/> J-TERM <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER <input type="checkbox"/>		

Instructions:

- Fill out the student and course information
- Meet your instructor and assemble a plan to complete the coursework
- Meet with your academic advisor and obtain her/his signature below
- Keep a copy of this document for your records
- Return this form to the address above or pdf it to steinhardt.adviseмент.-registration@nyu.edu

Information:

- You can request an incomplete grade **only**:
 - Under **exceptional** circumstances and at the discretion of the instructor
 - After the ninth week of the term and with 50% of the coursework complete
- The instructor will determine the time you will have to complete the work, but it cannot be later than the last day of classes in the following term.
- If you do not complete the outstanding work by the agreed date, the incomplete grade (I) becomes an F. **F grades cannot be removed or changed.**
- If you complete the work within this time period, your instructor will consider it along with your other work to determine your grade. You will **not** receive an extension beyond the end of the contract date.
- Incomplete grades may result in academic action by the Committee on Student Progress and failure to meet satisfactory academic progress by the Office of Financial Aid (go to <http://steinhardt.nyu.edu/registration/standards#incomplete> for links to these sites).
- Only matriculated students can request an incomplete grade.

Subject Area Ex: MCC-UE	Catalog # Ex: 1234	Section # Ex: 001	Class # Ex: 5450	Units Ex: 4
Work Required for Grade Assignment				% of Grade
1.				
2.				
3.				

I have read the information above and understand that my incomplete will change to an F if I do not complete the work required by _____ Date (if prior to the end of the following term)

Instructor Signature		Print Instructor Name		Date
Student Signature	Date	Advisor Signature	Print Advisor Name	Date
For NYU STEINHARDT Advisement & Registration Use Only			Approval Signature	Date