

Incomplete Grade

Office of Student Affairs • Registration Services • 82 Washington Square East, 2nd Floor, NY, NY 10003 (212) 998-5054/55

Student Information

<input type="radio"/> Ms <input type="radio"/> Mr					N
	First Name	Last Name		ID Number	
Street		City	State	Zip Code	Telephone
Department	Major	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate		Email Address	

Instructions: You may request an Incomplete Pass (IP) or an Incomplete Fail (IF) grade based on your performance throughout the semester only:

- 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. (F grades cannot be removed or changed.). 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.

Course Information:

Course #/Section	Course Title	Semester	Year
Reason for Incomplete Grade Circle One – If Other, please describe	Midterm Exam	Midterm Paper	Final Exam
	Final Paper		
	Project		
Recommended Grade for work already completed Circle One	A	A-	B+
	B	B-	C+
	C	C-	D+
	D	D-	F
	Not possible to determine		
Minimum Passing Grade for Course:	Grade to be submitted on Grade Roster		IP IF
Work Required for Grade Assignment			% of Grade
1.			
2.			
3.			
Total			

I have read the information above and understand that my incomplete grade will change to an F if I do not complete the work required by Day Month Year .

Student Signature	Date	Advisor Signature	Date	Instructor Signature	Date
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For NYUSteinhardt Use Only		
	Approval Signature	Date