



INSTRUCTIONS

- Requests should be sent to the Vice Dean’s Office at 6 Washington Square North, 2nd floor.
- Incomplete requests will be returned to the department.
- The department is responsible for notifying students of the outcome of the request.
- For more detailed information, please refer to the GSAS Policies and Procedures Manual (Section 3.6) <http://gsas.nyu.edu/page/grad.pp.manual.html>

**Extension of Incomplete Grade Rules and Procedures:**

- In order to receive an extension of incomplete grade the student must meet GSAS requirements for “good standing.”

GSAS Department:

Student Name:

University Identification Number:

Course Number:

Course Title:

Instructor:  Semester of Registration:

Extension Requested until: Date: \_\_\_\_/\_\_\_\_/ 20\_\_\_\_  
*(Not to exceed two years from the beginning of the semester in which the course was taken)*

Name of Instructor:

Instructor’s Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/ 20\_\_\_\_

Name of Advisor:

Advisor’s Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/ 20\_\_\_\_

Comments

For Vice Dean’s Office use only.

Approved  Denied

Signature of Vice Dean: \_\_\_\_\_

Date Received:

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