

INCOMPLETE GRADE (I) REQUEST FORM

STUDENTS: Complete SECTION 1 and ask your instructor to complete SECTION 2. Prepare three completed copies of this form:

1. **Keep one copy for your own records**
2. **Give one copy to your instructor**
3. **Submit one copy to your academic advisor or academic office (see below).**

Washington Square	Rockland	Shanghai	Westchester
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SECTION 1: STUDENT INFORMATION

I am requesting an incomplete grade for this semester. I understand that incompletes may only be granted because of an extraordinary personal hardship which makes completion of the assignment very difficult. I understand that I can receive an "F" for "Fail" if I do not submit my final assignment by the revised deadline.

Student Name: _____ **Student ID #:** _____

Email Address: _____

Semester: _____ **Year:** _____

Reason for Incomplete: _____

Course Name: _____ **Course Number:** _____ **Instructor:** _____

Student Signature: _____ **Date:** _____

SECTION 2: INSTRUCTOR INFORMATION

Instructor Name: _____

Revised deadline (all work must be completed and received no later than this date): _____

TO THE INSTRUCTOR: I approve an "I" grade for this student. After I receive the assignment, I will submit an online grade change.

Instructor Signature: _____ **Date:** _____