This form is required for the completion of any graduate level incomplete grade that extends beyond the normal grace period of one year as stated in the catalog (http://catalogs.rutgers.edu/generated/cam-grad_current/pg60.html).

STUDENT AND COURSE INFORMATION:

RUID ____________________________

FIRST NAME ___________________ LAST NAME _______________________

TERM COURSE WAS OFFERED: FALL SPRING SUMMER YEAR: _________

COURSE TITLE ______________________________________________________

COURSE NUMBER (include section) ______________________________________

INDEX NUMBER ____________________________

REASON FOR EXTENSION REQUEST:

__________________________________________________________

Student Signature Date

Note: Grade changes are processed immediately upon receipt in the Registrar’s Office. Grades can be viewed at https://sis.rutgers.edu/tags/48 hours after final grade is submitted.

COURSE INSTRUCTOR’S APPROVAL:
The above named student is aware that I allow the extension of an incomplete grade until the following:

(MONTH) _____/(DAY)______/(YEAR)______

After this date, I understand that the Incomplete will remain permanent on the student’s record if a change of grade from is not received prior to the above deadline.

APPROVAL OF COURSE INSTRUCTOR:

Instructor (Sign and Print) Date

APPROVAL OF GRADUATE PROGRAM DIRECTOR:

Graduate Director (Sign and Print) Date

APPROVAL OF ASSOCIATE DEAN OF THE GRADUATE SCHOOL:

Associate Dean of the Graduate School (Sign and Print) Date