THE GRADUATE SCHOOL Request for Extension of Incomplete in a Graduate Course



 The Graduate School

 PO Box 6000
 Binghamton, New York 13902-6000
 607-777-2151, Fax: 607-777-2501
 gradschool.binghamton.edu

Graduate School policies, as set forth in the University Bulletin, allow students no more than one calendar year to make up Incomplete grades. Students who are registered in the next semester have six months to complete the work without any extension. They may use this form to request more time; no extension is allowed beyond one year. Incomplete reverts to "W", Withdrawn, if no grade is filed. This form should be used by students registered the semester after receiving an Incomplete and needing more than six months to complete it. **The Incomplete changes to a grade of Withdrawn (W) six months after the end of the class.**

Name:			Status:	Matriculated	Non-Matric	ulated
Last B#:	First	M.I	E-mail:			
Semester and Year Enrolled in Course:			Instructor:			
Course (e.g. CS 551):						
CRN#:			Course Title:	:		
Has this incomplete bee	1?	? Requested Extention Date:				
JUSTIFICATION FOR R	EQUIRED EXTENSION					
I certify that I have read	and understand the abo	ove guidelines.				
Students Signature:			Date:			
Instructor's Signature:			Date:			
GRADUATE SCHOOL A	APPROVAL:		APPROVED	UNTIL:		NOT APPROVED
COMMENTS						

Authorized Signature:

Date:

Graduate School Distribution: Registrar's Office Department/School Student