Petition to Request a Course Incomplete

Office of the Registrar, Suite 1049, 10th Floor, 1555 Century Avenue, NYU Shanghai, Pudong, Shanghai, China 200122
e-mail: shanghai.registrar@nyu.edu

Please complete the information below in print or type. Read carefully the instructions on the reverse of this sheet. Attach a statement and all supporting documentation addressing why an incomplete should be approved and submit with this completed form to the Office of the Registrar.

Name: ___________________________ Net ID _______ NYU N number: N_________

Address: ________________________________________________

(number and street) (apt) (city)

Phone Numbers: __________________________________________

(cell)

Email Address: ________________________________________________

(NYU email) (other email)

Year: ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th Graduation Sem/Yr: __________ Academic Major: __________

Course Subject Code: _______ Course Title: ______________________ Credits: __________

Semester: ☐ Autumn ☐ Winter (J-Term) ☐ Spring ☐ Summer Academic Year: __________

By signing below, I certify that the information contained on this form and all supporting documentation is true and accurate. I understand that misrepresentation(s) of fact and/or circumstance(s) may be a violation of the NYU Shanghai community’s commitment to integrity.

Signature (required): ___________________________ Date: __________

Instructor Statement (required): Please write a note addressing the student’s request, including required submission of work. Attach additional sheet(s) if needed.

Submission Deadline (no later than the end of one academic semester following the Incomplete): __________

Default grade to be assigned if the additional work is not submitted on time: __________

Instructor Signature (required): ___________________________ Print Name: ___________________________ Date: __________

Assistant Dean for Academic Affairs Signature (required): Print Name: ___________________________ Date: __________
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Instructions

An incomplete grade of "I" will be permitted only in extraordinary circumstances that prevent a student from completing required course work by the end of the semester. Students must approach the instructor of the course about whether a grade of "Incomplete" is possible and should be aware that simply leaving a course unfinished may result in a failing grade.

When an instructor believes that an incomplete may be appropriate, the student and the instructor submit the Incomplete Request Form on the reverse side to the Office of the Registrar. The Form includes the specific outstanding work, a submission deadline, and a default grade to be assigned if the additional work is not submitted on time. The application is subject to review and must be approved by the Assistant Dean for Academic Affairs before a grade of "I" is recorded. Adjustments to the approved deadline are allowed only in exceptional circumstances upon written agreement from the instructor. Incompletes that have not been resolved according to the terms of the Incomplete Request Form will be assigned the default grade at the end of the first regular semester following the semester in which the course was taken.

Students requesting a Leave of Absence during a given semester will generally be considered for an incomplete only if the leave of absence is approved within the last three weeks from the end of the term.