NYU | WAGNER

INCOMPLETE GRADE REQUEST FORM

Students are expected to complete all course requirements on time. Under extraordinary circumstances, an instructor may assign students a temporary grade of incomplete. Incomplete grades from courses taken in the Fall must be resolved no later than the end of the following Spring term. Incomplete grades from courses taken in the January, Spring, or Summer terms must be resolved no later than the end of the following Fall term.

Students with two or more incomplete grades on their transcript will likely be placed on academic probation, since incomplete grades affect Satisfactory Academic Progress.

Step 1: STUDENT MUST COMPLETE THIS SECTION (please print)

Name: _____   University ID#: N_____

NYU Email Address (Net ID): _____

Program: ☐ MPA-PNP   ☐ MPA-Health   ☐ MUP   ☐ Exec. MPA
☐ MSPP   ☐ MHA   ☐ _____
(Other Degree/Program)

Course Number: _____   Course Name: _____

Semester & Year: _____   Course Instructor: _____

Extraordinary Circumstance for Requesting Incomplete:

☐ Medical Emergency   ☐ Family Emergency   ☐ Work Emergency   ☐ Other: _____

Please describe the extraordinary circumstance below:

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[                                                             ]
[                                                             ]
[                                                             ]
[                                                             ]
[                                                             ]
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Attach supporting documentation (e.g. doctor's letter or employer's letter) which must state why completion is not possible or recommended:

☐ Supporting document has been attached

Step 2: COURSE INSTRUCTOR MUST COMPLETE THIS SECTION

Initial each below:

_____ I have reviewed the student's description and supporting documentation. The circumstance qualifies as extraordinary.

Step 3: COURSE INSTRUCTOR and STUDENT MUST COMPLETE THIS SECTION

The student and instructor agree that:

Student will complete outstanding assignments by this deadline: _____
mm/dd/yyyy

NOTE: The deadline must be prior to the end of the following term and should take into account time for assignments to be graded.

List outstanding assignments (and any interim deadlines) here:

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

NOTE: If the terms of this agreement are not met, an I will be changed to the grade earned based on the work submitted by the deadline established.

AFTER SIGNING AND OBTAINING THE COURSE INSTRUCTOR SIGNATURE, STUDENT MUST SCAN THE FORM AND SUPPORTING DOCUMENTATION (IN ONE PDF FILE) AND EMAIL IT TO THEIR PROGRAM ADVISOR AND REQUEST SIGNATURE.

Step 4: STUDENT SERVICES PROGRAM ADVISOR MUST COMPLETE THIS SECTION

I have reviewed the form and supporting documentation.

Student Services Program Advisor (print): _____

Student Services Program Advisor Signature: _____ Date: _____

Step 5: STUDENT MUST COMPLETE THIS STEP
After obtaining all signatures, student must scan the completed form and supporting documentation (in one PDF file) to wagner.academicservices@nyu.edu, **copying** the course instructor and Student Services Program Advisor.