



**NYU**

**WAGNER**

## INCOMPLETE GRADE REQUEST FORM

### Step 1: STUDENT MUST COMPLETE THIS SECTION

Student Name: \_\_\_\_\_ Univ ID#: N\_\_\_\_\_

NYU Email Address (Net ID): \_\_\_\_\_

Program:  MPA-PNP  MPA-Health  MUP  Exec. MPA  MSPP  \_\_\_\_\_  
(Other Degree/Program)

It is the expectation of course instructor that students will complete all course requirements on time. Under extraordinary circumstances, an instructor may assign students a temporary grade of incomplete. Students must complete the course requirements during the next semester (if the next semester is summer, students must complete the requirements no later than the end of fall). Students with two or more incomplete grades on their transcript will be placed on academic probation. Students are allowed only two attempts at a course.

Course Number: \_\_\_\_\_ Course Name: \_\_\_\_\_  
(e.g. PADM-GP, CORE-GP)

Semester/Year: \_\_\_\_\_ Course Instructor: \_\_\_\_\_  
(e.g. Fall 2018) (Please print)

Extraordinary Circumstance for Requesting Incomplete:

Medical Emergency  Family Emergency  Work Emergency  Other: \_\_\_\_\_

Please describe the extraordinary circumstance below.

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.

\_\_\_\_\_ Has the student completed any assignments?  Yes  No

\_\_\_\_\_ Student's current grade in course based on assignments completed is: \_\_\_\_\_  
(based on Wagner [grading scale](#))

### Step 3: COURSE INSTRUCTOR and STUDENT MUST COMPLETE THIS SECTION

The student and instructor agree that the student will (CHOOSE ONE):

Complete outstanding assignments by the agreed upon deadline: \_\_\_\_\_  
mm/dd/yyyy

List outstanding assignments here:

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At this time, the instructor assigns a grade of (CHOOSE ONE):  IP (Incomplete/Pass – i.e. currently passing course)  
 IF (Incomplete/Fail – i.e. currently failing course)

Student may withdraw from the course and repeat it in the next term in which it is offered. This would be the student's second attempt at the course

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** If the terms of this agreement are not met, an IP automatically reverts to an N (no grade) and an IF reverts to an F. Both grades are grades of record and counts as a first attempt at a course.

**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 Advisor (Please print): \_\_\_\_\_

Student Services 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](mailto:wagner.academicservices@nyu.edu), copying the course instructor and Student Services Program Advisor.