

INCOMPLETE GRADE EXTENSION FORM
 FOR ALL COURSES BEYOND THE AUTOMATIC CONVERSION GRADE DEADLINE

In accordance with academic regulations, the final grade for an incomplete undergraduate course must be received by the following dates:

- Fall/Winter Terms -February 1
- Spring Term-June 1
- Summer Session-September 15

If this form is not received and completed with all authorized signatures, the “IN”complete grade will automatically convert to F, NC or U.

STUDENT AND COURSE INFORMATION

Student Name: _____ Student ID #: _____

Term Course was Offered: Winter Fall Spring Summer Year: _____

COURSE TITLE	UNIT	SUB #	CRSE #	SECTION	CREDITS	INDEX #

Student’s Acknowledgment Signature: _____ Date _____

Note: Grade changes are processed immediately upon receipt in the Registrar’s Office. Grades can be viewed at <https://www.acs.rutgers.edu/grades>

INSTRUCTOR’S APPROVAL

The above named student is aware that I allow the extension of an Incomplete grade until the following:

(Month) ____/(Day)____/(Yr.)_____

After this date, I understand that the Registrar’s Office will convert the IN to an F, NC or U if a change of grade form is not received prior to the above deadline.

Instructor Name (Print)	Signature	Date
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Undergraduate School Chairperson and Associate Dean Authorization

Dept. Chairperson(Print) _____ Signature _____ Date _____

Associate Dean (Print) _____ Signature _____ Date _____