

# REQUEST FOR EXTENSION OF INCOMPLETE GRADE

## Step 1 - To be completed by Student

Name: \_\_\_\_\_ B-Number: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Graduate \_\_\_\_\_ Undergraduate \_\_\_\_\_

School of matriculation: CCPA \_\_\_\_\_ Decker \_\_\_\_\_ Harpur \_\_\_\_\_ SOM \_\_\_\_\_ Watson \_\_\_\_\_ SOPPS \_\_\_\_\_ Non-matric \_\_\_\_\_

**Harpur Students:** Instructors have 18 months to submit a change of grade form

Year and Semester student was enrolled in course: 20\_\_\_\_ Fall Spring Summer Winter

Course Name (e.g. HIST) \_\_\_\_\_ Number \_\_\_\_\_ CRN \_\_\_\_\_

Title \_\_\_\_\_

Extension requested until: 20\_\_\_\_ Fall Spring Summer Winter

Has this incomplete been extended previously? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, when? \_\_\_\_\_

Reason for Extension:

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

## Step 2 - To be completed by Instructor

Approved  Disapproved

Comments: \_\_\_\_\_

Date: \_\_\_\_\_ Instructor Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Step 3 – Graduate Harpur Students: Submit to Harpur Assistant Dean for Graduate Affairs**  
**Undergraduate Harpur Students: Submit to Harpur Academic Advising**  
**All other Graduate and Undergraduate Students: Submit to their College Dean’s office**

Approved  Disapproved

Comment: \_\_\_\_\_

Date: \_\_\_\_\_ Print Name: \_\_\_\_\_

(mm/dd/yyyy)

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

**Step 4 – Harpur Advising or College Dean’s Office: Please return this form via**  
**[my.binghamton.edu](http://my.binghamton.edu) portal at the [Financial Aid and Student Records Document Submission link](#).**

Date processed: \_\_\_\_\_ Initials \_\_\_\_\_