



# Petition to Request a Course Incomplete

Office of the Registrar, NYU Shanghai, 1555 Century Avenue, 10th Floor, Suite 1049, Pudong, Shanghai, China 200122

email: 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 Academic Affairs.

Name: \_\_\_\_\_ Net ID \_\_\_\_\_ NYUSH ID number: N \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

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:

Final Decision:  APPROVED  DENIED  POSTPONED

Assistant Dean for Academic Affairs Signature (required):

Print Name:

Date:

**For Registrar's Office Use Only**

Init. \_\_\_\_\_ Date \_\_\_\_\_

Log \_\_\_\_\_ Record \_\_\_\_\_ Notify \_\_\_\_\_ Forward \_\_\_\_\_



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## Instructions

The grade of I (Incomplete) is a temporary grade that indicates that the student has, for good reason, completed all but a single requirement or a small amount of the course work, and that there is the possibility that the student will eventually pass the course when all of the requirements have been completed. A student must ask the instructor for a grade of I, present documented evidence of illness or the equivalent, clarify the remaining course requirements with the instructor, and receive approval from the site and NYU Shanghai Assistant Dean for Academic Affairs. The Incomplete grade is not awarded automatically. It is not used when there is no possibility that the student will eventually pass the course. If the course work is not completed and a grade submitted by the course instructor before the statutory time for making up incompletes has elapsed, the temporary grade of I becomes an F or the default grade indicated by the instructor and is computed in the student's grade point average.

### Incompletes

All work missed in the fall term or in a January term session must be made up by the end of the following spring term. All work missed in the spring term or in a summer session must be made up by the end of the following fall term. Students who are on a leave of absence in the semester following the one in which the course was taken have one year to complete the work. Students should contact their advisor for an Extension of Incomplete Form, which must be approved by the instructor. Extensions of these time limits are rarely granted.

NYU Shanghai follows the Office of Global Programs policy regarding incomplete grades and study away admission.

Incomplete (I) grades on students' transcript must be resolved before an admissions decision for study away can be made.