

**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 \_\_\_\_\_