



## OFFICE OF THE REGISTRAR

o. (201) 684-7695 | f. (201) 684-7956  
e: reg@ramapo.edu | ramapo.edu/registrar

### REQUEST FOR EXTENSION OF AN INCOMPLETE (BEYOND THE POSTED DEADLINE)

In **extraordinary circumstances**, a student may request an extension of an Incomplete Grade. The Incomplete may only be extended until the end of the semester following the term the Incomplete grade was given. When the work is completed by the extension date indicated below, the grade assigned replaces the I. If the work is not completed by the extension date, the grade is changed to an **F**, which may affect academic standing.

#### Student Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

R# \_\_\_\_\_ Ramapo Email: \_\_\_\_\_@ramapo.edu

#### Course Information

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

CRN: \_\_\_\_\_ Course Section ID (ex. BIOL 101-01): \_\_\_\_\_ - \_\_\_\_\_

Term that Course was Taken: \_\_\_\_\_

Incomplete Extended Until: \_\_\_\_\_ (No later than end of semester following the above term)

Reason/Extraordinary Circumstance: \_\_\_\_\_

Outstanding Assignments: \_\_\_\_\_

The deadline to submit this extension request to the Office of the Registrar is the last day to resolve the Incomplete grade posted on the [Academic Calendar](#), or the date previously determined by your instructor (whichever comes first).

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SIGN HERE**

→ Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*Registrar Use Only*

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

Final Grade: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

*Revised 1/25*