



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: _____

Registrar Use Only

Initials: _____ Date: _____

Final Grade: _____ Initials: _____ Date: _____

Revised 1/25