

# Extension of Incomplete



An extension of incomplete should be used in the rare situation that a student could not complete the agreed upon work within the required timeline. All requests for an extension of incomplete require approval from both the instructor of the course and the College Dean's Office. This extension will only grant one additional term.

\_\_\_\_\_  
UR ID Number

\_\_\_\_\_  
Student Last Name

\_\_\_\_\_  
Student First Name

**Note: All fields are required**

\_\_\_\_\_  
Term

\_\_\_\_\_  
Year

\_\_\_\_\_  
Course Number (xxxx abc-1)

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

**New Deadline for Completion:** \_\_\_\_\_

*The deadline must be within one semester of previous deadline.*

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

Dean's Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submission Guidelines:** This form should begin with the instructor and then it must be submitted to the Dean's Office for review at [college.academicaffairs@rochester.edu](mailto:college.academicaffairs@rochester.edu). If approved, it will be submitted to the Office of the University Registrar for processing.