Office of the University Registrar

Extension of Incomplete

University of Rochester

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 Academic Affairs. Review the policy for deadline information and exceptions.

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 based on school and level

Comments:

Instructor Signature: _____ Date: _____

Academic Affairs Signature: _____ Date: _____

Submission Guidelines: This form should begin with the instructor and then it must be submitted to Academic Affairs for review at academicaffairs@rochester.edu. If approved, it will be submitted to the Office of the University Registrar for processing.