

Graduate Student Petition to Extend Deadline to Complete an Incomplete Grade

- When an Interim incomplete grade has been assigned, the default grade shall become the grade of record if the incomplete is not replaced by a permanent grade **twelve (12) months** after the close of the term for which the incomplete is assigned according to the chart below. The instructor may set an earlier deadline for completion of the course requirements. If an earlier date for completion is set, the instructor shall inform the student in writing.
- A student may not re-register for any course in which the student has an interim incomplete grade.

Courses Taken In Any Given Year	Deadline for Change of Grade or Petition for Extension of
Summer Semester	Aug. 31st of the following year
Fall Semester	Dec. 31st of the following year
Spring Semester	May 31st of the following year

Last Name: _____ First Name: _____

UB Person Number: _____ E-mail: _____

Matriculating Dept.: _____ Master's Ph.D. Au.D. DNP

I am requesting an extension of the deadline to change incomplete grade for the following course until:
 _____ (maximum 4 months beyond initial deadline for change of grade)

JUSTIFICATION:

COURSE INFORMATION:

Course Abbreviation and Number(e.g. MAE 601): _____

Semester taken: Fall Spring Summer _____ (year)

Name of Course Instructor(Please print): _____

Required Approvals:

Student: _____ Date: _____

Course Instructor: _____ Date: _____

Dept. Chair or Director of Grad Studies: _____ Date: _____

SUBMIT THIS FORM with required approvals to the OFFICE OF THE REGISTRAR for processing:

Registrar at 1Capen
Capen Hall
Buffalo, NY 14260-0001
reg-grading@buffalo.edu

FINAL ACTION TAKEN: _____ Approved _____ Denied

Office of the Registrar: _____ Date: _____