



Rockland Campus
Graduate Registrar
Nyack College
350 North Highland Ave
Nyack, NY 10960
(845) 770-5766
(845) 348-3918 (fax)

New York City Campus:
Graduate Registrar
Nyack College
2 Washington St
New York, NY 10004
(646) 378-6117
(917) 237-0399 (fax)

EXTENSION / INCOMPLETE GRADE REQUEST

Name: _____ Date _____

Semester / Year: _____ ID# or Social Security # _____

Course Number: _____ Course Title: _____

Reason for request to submit work late:

(Extensions for late work are granted solely due to extenuating circumstances clearly beyond the student's control, ie: birth or death in the family, unexpected severe medical occurrence, military duty.)

Due date (Faculty MUST COMPLETE): *(grades due in 30 days)* _____

Student Signature: _____ Date: _____

Professor Approval: _____ Date: _____

Dean Approval: _____ Date: _____

This form is due to the Registrar's Office **NO LATER THAN 7 days** prior to the last day of class.

Grade is due in the Registrar's Office **NO LATER THAN 30 days** after the last day of the semester. An outstanding **INCOMPLETE** will be changed to an **FX** after 30 days.

****Students granted Incomplete grades will NOT be permitted to start additional classes until the work is complete and final grades have been issued.****

FOR OFFICE USE ONLY: DATE RECEIVED _____ INITIALS _____ / FINAL GRADE RECEIVED _____ INITIALS _____