

# REQUEST FOR EXTENSION OF INCOMPLETE GRADE

## Step 1 - To be completed by Student

Name: Rushalle Diya Sureshabu Poornima B-Number: B01002362

Email address: rsureshabup@binghamton.edu Phone: 945-400-9989

Graduate yes Undergraduate \_\_\_\_\_

School of matriculation: CCPA \_\_\_\_\_ Decker \_\_\_\_\_ Harpur \_\_\_\_\_ SOM \_\_\_\_\_ Watson yes SOPPS \_\_\_\_\_ Non-matric \_\_\_\_\_

**Harpur Students:** Instructors have 18 months to submit a change of grade form

Year and Semester student was enrolled in course: 20 24 Fall y Spring \_\_\_\_\_ Summer \_\_\_\_\_ Winter \_\_\_\_\_

Course Name (e.g. HIST) Independent Number CS-597 CRN 13334

Title \_\_\_\_\_

Extension requested until: 20 25 Fall Y Spring \_\_\_\_\_ Summer \_\_\_\_\_ Winter \_\_\_\_\_

Has this incomplete been extended previously? Yes \_\_\_\_\_ No NO If Yes, when? \_\_\_\_\_

Reason for Extension:

To get better grades.

Date: 05/21/2025 Student Signature: \_\_\_\_\_

## Step 2 - To be completed by Instructor

☐ Approved ☐ Disapproved

Comments: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

## Step 3 – Graduate Harpur Students: Submit to Harpur Assistant Dean for Graduate Affairs

**Undergraduate Harpur Students: Submit to Harpur Academic Advising**

**All other Graduate and Undergraduate Students: Submit to their College Dean's office**

☐ Approved ☐ Disapproved

Comment: \_\_\_\_\_

Date: 05/21/2025 Print Name: \_\_\_\_\_

(mm/dd/yyyy)

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

## Step 4 – Harpur Advising or College Dean's Office: Please return this form via

[my.binghamton.edu](https://my.binghamton.edu) portal at the [Financial Aid and Student Records Document Submission link](#).

Date processed: \_\_\_\_\_ Initials \_\_\_\_\_