

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) Design Patte Number CS-542 CRN 19761

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 portal at the [Financial Aid and Student Records Document Submission link](#).

Date processed: _____ Initials: _____