

REQUEST FOR EXTENSION OF INCOMPLETE GRADE

Step 1 - To be completed by Student

Name: Rushalle Diya Sureshbabu Poornima B-Number: B01002362

Email address: rsureshbabup@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 _____