YALE UNIVERSITY
GRADUATE SCHOOL OF ARTS AND SCIENCES
Request for Temporary Incomplete

Student request (please save before printing)

Name: ____________________________ SID: ____________________________
Department: ____________________________

I request a grade of “Temporary Incomplete” in the following course:

Course: ____________________________
Department #: ____________________________ CRN: ____________________________ Term/Year: ____________________________
(e.g., ENGL 500) (five digits) (e.g., Fall 2017)

Instructor: ____________________________

Reason for extension:

I understand that I may not request more than one grade of Temporary Incomplete per term without permission of the
Graduate School and that any such grades must be resolved by the first weekday of October of the following academic
year or they will be recorded permanently as Incomplete on my transcript. I have discussed the work to be completed,
deadline and location for submitting the work with the instructor as outlined below, as well as the grade that will be
assigned should I not complete the work as stated.

Signature: ____________________________ Date: ____________________________

Accommodation provided by the instructor:

Work to be completed: ____________________________

Date Due: ____________________________ (No later than September 1)
(Grade if not completed: □ Incomplete □ Fail)

Submission instructions:

I have discussed the terms of this accommodation with the student. Should the student complete the work in the
manner stated above, I agree to submit a grade for completed work to the Graduate School by the deadline of the first
weekday of October.

Signature: ____________________________ Date: ____________________________

DGS approval

I recommend that the student be permitted to receive a grade of Temporary Incomplete in this course.

Signature: ____________________________ Date: ____________________________

After completing the above sections, scan and email to registrar.gsgs@yale.edu

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