



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: _____ **Instructor:** _____
Department # (e.g., ENGL 500) CRN (five digits) Term/Year (e.g., Fall 2017)

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: _____ **Grade if not completed:** Incomplete Fail
(No later than September 1) (check one)

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.gsas@yale.edu

Note: Dean's approval is required only for students requesting more than one Temporary Incomplete during a single term. To request multiple Temporary Incompletes, submit scanned forms with a request and explanation from the DGS to gsasadministrativedean@yale.edu