Graduate Student Petition to Extend Deadline to Complete an I/U Grade

In recognition of challenges related to the COVID-19 pandemic, the deadline for completing incomplete grades that were assigned spring 2019 and summer 2019 has been extended to December 31, 2020.

- When an Interim I/U grade has been assigned, the default "U" grade shall become the grade of record if the "I/U" is not replaced by a permanent grade within twelve (12) months after the close of the term for which the "I/U" is assigned according to the chart below. The instructor may set an earlier deadline for completion of the course requirements. If an earlier date for completion is set, the instructor shall inform the student in writing.
- A student may not re-register for any course in which the student has an interim "I/U" grade.

Courses Taken In Any Given Year During | Deadline for Change of Grade or Petition for Extension of Deadline
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Summer Semester | Aug. 31st of the following year
Fall Semester | Dec. 31st of the following year
Spring Semester | May 31st of the following year

Last Name _____________________________________ First Name _________________________________
UB Person Number _____________ -- ________________ E-mail ____________________________________
Matriculating Dept. __________________________ Master's _____ Ph.D. _______ Au.D. or DNP ________

I am requesting an extension of the deadline to change I/U grade for the following course until:
_____________________________________ (maximum 4 months beyond initial deadline for change of grade)

JUSTIFICATION: ____________________________________________________________________________

COURSE INFORMATION:
Course Abbreviation and Number (e.g. MAE 601): ______________
Semester taken: □ Fall □ Spring □ Summer __________ (year)
Name of Course Instructor: _____________________________________________
(Please print)

Required Approvals:
Student _____________________________________________ Date __________
Course Instructor _____________________________________________ Date __________
Dept. Chair or Director of Grad. Studies _______________________________________ Date __________

SUBMIT THIS FORM with required approvals to the OFFICE OF THE REGISTRAR for processing:

University at Buffalo
Registrar at 1Capen
Capen Hall
Buffalo, NY 14260-0001
UBREG@buffalo.edu

FINAL ACTION TAKEN: _____ Approved _____ Denied
Office of the Registrar _____________________________________________ Date ____________

4/20