



Plymouth State University
of the University System of New Hampshire
Office of the Registrar
17 High St, MSC #7
Plymouth, NH 03264
Phone: (603) 535-2345 Fax (603) 535-2724

REQUEST FOR A GRADE OF INCOMPLETE

Student Name <i>(please print or type):</i>	Student ID
Local Address:	Date:
Reason for requesting Incomplete:	

CRN	Course ID	Title	Credit

To be completed by the Instructor

Instructor: File this form at the Office of the Registrar when grades are submitted.

Work to be completed:

<p><u>Expiration Date for Incomplete:</u></p> <p>Incomplete must be completed by the final day of classes of the subsequent semester (Fall and Winter Incompletes are due in the Spring; Spring and Summer Incompletes are due in the Fall), or by the date specified by the instructor, whichever comes first. If the Incomplete is not completed by the expiration of this period, a grade of F will be recorded, unless the instructor stipulates a different grade. [Adopted by the faculty, effective September 2008.]</p> <p><u>Expiration Date:</u> _____ Set by instructor (if any)</p> <p><u>Grade to be Recorded:</u> _____ (if the course is not completed by the expiration date.)</p> <p>If an IC is recorded, the instructor may not submit the following results to clear the incomplete: AF, AU, AW, E, IC, IP, NG, W, X or a split grade.</p>	<p><u>Repeating Courses:</u></p> <p>A student with an outstanding incomplete in a course that is not approved as repeatable for credit may not register for the same course. The incomplete must be completed and a final grade recorded before the student may register for that course again.</p> <p>If a student with an incomplete in a non-repeatable course wishes to take the entire course over, the instructor should submit an appropriate final grade to clear the incomplete. This grade must be a C- or lower, since with the exception of courses approved as repeatable for credit, only courses in which a grade of C- or lower was earned may be repeated.</p> <p>If a student registers for a non-repeatable course in which s/he has an outstanding incomplete, that registration will be changed to Audit.</p>
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The instructor has determined the conditions and arrangements of the above. If you have questions about any of the information above please contact the instructor.

Signature of Student: _____ Date: _____
(Not Required)

Signature of Instructor: _____ Date: _____
(Required)