



## Graduate Request for Grade of Incomplete

Return form to the registrar's office at [psu-registrar@plymouth.edu](mailto:psu-registrar@plymouth.edu).

Instructor Name: \_\_\_\_\_

CRN \_\_\_\_\_ Course Number \_\_\_\_\_ Course Title \_\_\_\_\_ # Credits \_\_\_\_\_

Term when course was taken: \_\_\_\_\_ Fall \_\_\_\_\_ Winterim \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ Last Date of Attendance \_\_\_\_\_

Reason for Requesting Incomplete Grade \_\_\_\_\_

### To be completed by Instructor

**\*Instructor: File this form at the Registrar's Office when final grades are submitted\***

Outstanding work to be completed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

| Extension Date for Incomplete:   | Repeating Courses:   |
|--|--|
| <p>An instructor may decide to enter a grade of incomplete (IC) on a student's record if unusual circumstances prevent completion of the course on time, and a minimal portion of the total class work needs to be completed. <b><i>The incomplete must be completed by the final day of classes of the subsequent semester</i></b> (Fall and Winterim incompletes are due at the end of Spring; Spring and Summer incompletes are due at the end of Fall), <b><i>or</i></b> by the date specified by the instructor, whichever comes first.</p> <p>If the Incomplete grade is not changed by the set extension date, a grade of F will be recorded, unless the instructor stipulates a different grade below. <a href="#"><i>A grade change form is due to the Registrar's office within one week after the extension date.</i></a></p> <p>The instructor is responsible for documenting and notifying the student of the work to be completed and the deadline. A student may not graduate with an incomplete on his or her transcript.</p> <p><b>Instructor Set Extension Date</b> (earlier than end of next subsequent semester): _____. <i>Please place this date on your calendar.</i></p> <p>If the outstanding coursework is not completed by Expiration Date, <b>Grade to be Recorded:</b> _____</p> <p>If an IC grade is recorded, the instructor may not submit any of the following grades to clear and incomplete (IC) grade: AF, AU, or W.</p> | <p>Students are allowed to retake any course. Credits and grade points for the first grade will be deleted from the cumulative record, while the grade itself will remain on the transcript and the repeat noted with an E (Exclude) next to the grade.</p> <p>The course information will be listed in the usual manner the second time it appears on the transcript. The most recent grade counts even if lower than an earlier grade. This policy does not apply to courses that are repeatable, such as independent studies or special topics offerings.</p> |

***The instructor has determined the conditions and arrangements of the above. If you have any questions about any part of this form, please contact the course instructor.***

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_  
(Not Required)

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required)

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ 2/2023