

Instructions:

1. Fill in form
2. Print and sign form
3. Submit form to next person for signature

**Presbyterian College, Clinton, S.C.**

The academic catalog states, "An "I" may be converted no later than the end of the fourth week of the next semester in residence by the completion of all required work. A grade of "I" that has not been converted within this time shall be recorded as "F" unless an extension of time is approved by the Provost."

**REQUEST FOR 'INCOMPLETE' GRADE FOR:** \_\_\_\_\_  
(Term and Year)

\_\_\_\_\_ may receive an "incomplete" grade in the following  
(ID number) (Student Name)  
course \_\_\_\_\_ for this reason: \_\_\_\_\_  
(Subject) (Course Number) (CRN Number)

In order to remove the 'Incomplete' grade, he/she must \_\_\_\_\_

and comply with regulations as stated in academic catalog. *(An 'I' grade should be converted by the completion of all required work to a normal grade, no later than the end of the fourth week of the NEXT term of attendance. An 'I' which has not been converted within this time will be converted to an 'F' unless an extension is granted by the Provost.)*

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

\_\_\_\_\_  
(Approved by Dean of Academic Programs) (Date)

**EXTENSION GRANTED UNTIL** \_\_\_\_\_ (list date)

\_\_\_\_\_  
Reason for Extension

\_\_\_\_\_  
(Extension approved by Provost) (Date)