TO: Registrar

RE: _____   _____
                          student name   *term-year*

                _____   _____
                          course name   *course number*

This student has been allowed an Incomplete in the course noted following a conference with the student's advisor. It has been agreed that the outstanding work will be completed by:

_____, and if this is not done, a failing grade will be recorded.
      deadline

The reason(s) for the Incomplete is (are) as follows:

_____

_____

_____

_____

Student's signature:	Date:
Instructor's signature:	Date:
Advisor's signature:	Date:
Registrar's signature:	Date:

POLICY FOR INCOMPLETE COURSE WORK

Students are expected to finish all course work within the semester or term of registration. In extraordinary circumstances (death in one's family, serious illness, accident or disability) a student may file a written petition for an extension to complete the course work which in turn must be submitted to the Office of the Registrar, with all required signatures, no later than 5 p.m. on the last day of classes of the semester or term of registration.

An Incomplete is a temporary grade and is changed to the appropriate letter grade at the end of the extension period, mutually agreed upon by professor and student, which shall be no later than eight weeks after the last day of classes of the semester or term of registration. If the assignments are not received in the Office of the Registrar or the office of the course professor by the due date, the grade will be changed from an I to an F. The F grade is cause for review for probation or termination. For lengthy illnesses or similar reasons, another extension may be granted, but ordinarily with a reduction of load in the following term and upon approval of the professor, the student's advisor and the Dean of the Seminary. Students with more than one Incomplete grade may not be enrolled for more than six credits in the succeeding term or semester. Incomplete course work may have serious implications on financial aid, including scholarships, grants, loans, VA and other government benefit programs. Students should confer with the financial aid coordinator.