



The Ecumenical Institute of Theology

REQUEST FOR A GRADE OF "INCOMPLETE"

Due No Later Than the Last Day of the Term

All requests are subject to the approval of the instructor and the administration; a separate petition is required for each course.

Name: _____ Student I.D. #: _____ Term: _____ Year: _____

Address: _____ Phone (w): _____

Phone (h): _____

Circle program: M.A. in Theology M.A. in Church Ministries Graduate Credit

Certificate in _____ C.A.S.

Course number and name for which a grade of "I" is requested: _____

Instructor: _____

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Note: The grade of "I" (Incomplete) is a temporary notation indicating that some course work has not been completed by the end of the term due to some exceptional circumstance beyond the student's control (e.g., illness, family emergency, unexpected business travel) and that the professor has approved an extension of time. A student who has been doing satisfactory work in the course up to that point must specifically make written petition for an Incomplete; it is not automatically granted when a student fails to complete course requirements. This form requires the professor's signature and the Dean's approval. **Incomplete work is due one month after the original date when grades are due to the Registrar. (Consult the E.I. calendar for the exact date.) Failure to submit outstanding work to the professor by this date will result in a grade of "F" being assigned for the course by the Registrar.**

Please provide a statement of the extenuating circumstances or other reasons for your request:

Student

Signature: _____ Date: _____ Printed Name: _____

_____ I have read the reasons for the student's request for a grade of Incomplete, confirm that his or her progress to date has been satisfactory, and agree to the grade of Incomplete and an extension to end one month after the original date when grades are due to the Registrar.

Faculty

Signature: _____ Date: _____

COMMENTS:

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For office use only:

APPROVED/NOT APPROVED Signature: _____ Date: _____

COMMENTS: