

**REQUEST FOR A GRADE OF INCOMPLETE**

**Student’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course #** **Course Title/Number:**

**Instructor**:

**Reason(s) for requesting a grade of Incomplete (I) [see Incomplete policy on the reverse side]**

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

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**Class sessions attended to date (on site or synchronous):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Class sessions remaining:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course requirements completed:**

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

**Course requirements remaining: (include any additional assignments that may be required by the instructor as a condition of receiving a passing grade)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Due:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***To be Completed by the Instructor:***

Was the student earning a passing grade before course work was interrupted? Yes \_\_\_ No\_\_\_

**Student Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructor’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean or DMin Director’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

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***To be completed by Registration Administrator:***

***All outstanding course work received on (date) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***To be completed by Instructor and returned to Registration Administrator:***

 ***Student’s final course grade: \_\_\_\_\_\_\_\_\_\_\_***

***Instructor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_***

**Policy Regarding Course Grades of Incomplete (I)**

*From Bexley Seabury Seminary Student Handbook, 2018-2019*

**Grade of Incomplete**

A grade of Incomplete (I) is not the same as an extension for the late submission of course work. A grade of Incomplete (I) may be granted by the Academic Dean, only upon the written recommendation of the instructor and *only under the most extraordinary or unavoidable of circumstances.* Normally, a grade of Incomplete will not be granted unless

(1) the student’s work was interrupted by unavoidable absence, illness, family crisis, or other unforeseeable causes beyond a student's control; and

(2) the student has substantially completed course requirements; and

(3) the student has attended and participated regularly in the class and is earning a passing grade at the time the work was interrupted (an Incomplete may not be granted to avoid a failing grade);

(4) the participation of other students in the class is not required in order to complete course requirements.

To request a grade of Incomplete (I), the student must submit an “Incomplete Request Form” to the Academic Dean, signed by the instructor and advisor. Unless a student is physically or mentally incapacitated, the Incomplete Request Form must be submitted as soon as the student becomes aware that the course cannot be completed by the original or an extended due date, *no later than the last date that all course work is finally due*. See "Incomplete Request Form" on the seminary website under “Current Students”/ “Forms and Documents.”

If the student is able to complete all course requirements *within a maximum of six months from the date the work was finally due (originally or on extension)*, the student should notify the Instructor that completed course work will be forthcoming. All completed course work must be submitted to the Registration Administrator, who will record the date the completed work is received and forward same to the instructor for review and grading. Upon the instructor’s return of the final course grade to the Registration Administrator, same will be substituted in place of the grade of Incomplete (I) in the student’s record.

If all course requirements are not completed within six months from the date all course work was finally due (originally or on extension), the grade of Incomplete will remain on the transcript permanently and no credit may be given for the course. A permanent Incomplete (PI) will remain on the transcript but will not be counted toward the student’s GPA.

All *required* courses for which the final grade is PI must be repeated in order to satisfy degree requirements.

**DO NOT USE THIS FORM IF YOU BELIEVE YOUR COURSE WORK CAN BE COMPLETED WITHIN 60 DAYS OF THE DUE DATE. (See the Formal Extension Request policy and form)**