Due Date for Submission of Form: Not later than the last class day of the semester. Note: Final exam days occur after the last class day of the semester.

Request for Incomplete Grade

Date__________________________

Name______________________________________________________________

Student ID #__________________________

Your Degree Program ________________________________________________
   (Ministry Studies, Christian Counseling, etc.)

Semester __________________________________________________________

Course in Which You are Requesting “I” Grade __________________________
   (Include Catalog Number and Title)

Reason for Request (see Incomplete Policy in the catalog for acceptable reasons):

Required Signatures and Dates:

________________________________________    ________________________
Student                                                                 Date

________________________________________    ________________________
Professor Teaching the Course                        Date

________________________________________    ________________________
Division Chair                                      Date

________________________________________    ________________________
Registrar                                           Date