

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