

Academic Petition for the Grade of Incomplete

Please read the following stipulations carefully before proceeding with this petition.

- This petition must be completed with the professor and turned in to the *Office of Academic Formation and Programs (108 Gray)* on or before, the last official day of classes of the semester in question, in order to be considered for approval by the Associate Dean for Academic Formation and Programs.
- A professor has the right to change an incomplete to the grade earned unless the incomplete is resolved through completion of assigned work by the following dates: for incompletes incurred in the **fall semester** courses, **February 1**, for incompletes incurred in **spring semester** courses, **September 1**. A student may petition the professor for an extension. After one year, however, the incomplete will automatically turn into the grade earned.
- Students must remain in communication with professors and meet their expectations regarding incomplete deadlines until the incomplete is resolved.
- MDIV students, in order to secure eligibility to participate in Field Education, the standard expectation is that all coursework from the previous semester(s) will be successfully completed. Students with more than one incomplete are not eligible for a field education placement.

▪ Student's Name (Print): _____ Program: _____

Course Subject/Number: _____

Course Title: _____

Reason(s) for Request (use reverse side if necessary):

Number of Incompletes Currently on the Student's Record (required for approval): _____

Student's Signature: _____ **Date of request:** _____

Additional Conditions Set by the Professor (use reverse side if necessary):

Professor's Signature: _____

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Academic Dean's Signature: _____

Approved: Yes No