Incomplete Petition and Grade Agreement

Incomplete “I” Grade Policy

• Incomplete grade may be granted when a student, through some circumstances beyond control, such as illness, has been hindered from meeting the course requirements.

• Student must initiate the request by completing an Incomplete Form. The agreement must be submitted to the Office of Academic Formation and Programs on or before, the last official day of classes of the semester in question.

• The student must have satisfactory attendance and completion of sixty percent of the course for petition.

• Students must remain in communication with professors and meet their expectations regarding incomplete deadlines until the incomplete is resolved.

• MDIV students who will secure eligibility to participate in Field Education are expected to have all coursework from the previous semester(s) successfully completed. Students with more than one incomplete are not eligible for a field education placement.

• 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 incomplete deadline. Unless you have agreed upon a specific deadline, the set incomplete deadlines are as followed: incompletes incurred in the fall semester are due no later than February 1, incompletes incurred in spring semester are due no later than September 1.

• If approved, the instructor will completed the agreement, emailing the Office of Academic Formation and Programs. All incompletes will need to be approval by the Vice Dean for Academic Formation and Programs. A copy of the agreement will be retained in the student file.