



# Petition for Extension

**Complete all fields on this form to request an Incomplete grade in a course. (Please type.)**

Name Degree Program Year in Program

Number of Incompletes Currently Outstanding

## Course Information

Term Year Course Number and Title Instructor

Reason for Petition

## Please confirm that you understand the incomplete procedures:

I understand that the due date for late work is August 15th, or earlier, if noted by the professor.

I understand that all work should be submitted to the Registrar for distribution. (If the professor accepts work by email, work should be emailed both to the professor and to the Registrar.)

Date Student Signature (please type)

## To Be Completed by Professor

Additional work required in order to clear the incomplete:

If work is not submitted by the due date, the grade for the course (as it now stands) will be:

In accepting late work, my policy is to grade down:

Yes

No

Due Date (if other than August 15th)

Please confirm

I agree to evaluate the material and submit a final grade to the Registrar by the end of the term (Fall/Spring) in which the material is received.

Professor's Signature (please type)

Academic Dean's Signature (please type)

**Procedure for Petition:**

- 1) If no petition is submitted and grade is not entered by the due date, a grade of I will be assigned and the standard policy will apply.
- 2) Student should complete top portion of the form and email it to the professor.
- 3) If the extension is granted, the professor will complete the bottom portion of the form and email it to the Academic Dean, who will send the signed form to the Registrar. The Registrar will retain a copy of the signed form, and also distribute electronic copies to the student and the professor.
- 4) Late work is provided to the Registrar (if in hard copy), or to the Registrar and professor simultaneously (if submitted electronically, in cases where the professor has agreed to accept work by email).
- 5) Incompletes not completed by the stated deadline will receive the grade noted on p. 1. If no form has been provided, or if no grade is noted on the form, the student will receive a Permanent Incomplete (PI) for the course.
- 6) *For students who began their studies prior to Fall 2015:* MA, M.Div., MARL, STM, and D.Min. students with more than two (2) incompletes as of the beginning of any given Fall term will not be permitted to enroll in courses that term.  
*For students who began their studies in Fall 2015 or later:* Any student with an incomplete at the beginning of any given Fall term (other than an incomplete from the immediately preceding Summer) will not be permitted to enroll in courses that term.