REQUEST FOR INCOMPLETE OR EXTENSION
(Instructions below)

Name _____________________________________________  Term/Year __________________________

Course Number and Title _________________________________________________________________

Professor’s Name ______________________________________________________________________

Date Request Submitted __________________________ Request for:  I  or  E  (Circle)

Reason for Request _________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Professor’s Signature _________________________________________________________________

Date Work due __________________________ Date Work Submitted ____________________________

This form must be attached to late project when handed in.

PROCEDURE FOR STUDENT TO REQUEST AN “I” OR “E”

The procedure to request an I or E is as follows:

1. The student secures “Request for Incomplete or Extension” form from the registrar’s page on the seminary website.
2. The student completes the form and submits it to the professor from whom the Incomplete or Extension is requested.
3. The professor approves the request by signing the form and filling in “Date Work is Due.”
4. The professor then makes a copy of the form for his/her records and returns the original to the student.
5. The form must be attached to the work when submitted and the professor marks the “Date Work Submitted.”
6. This form is NOT to be turned in to the Registrar but should remind the professor to submit a change of grade to the Registrar’s office.