

# 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 for 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.