

# McCormick Theological Seminary

## Masters Level Petition for an Incomplete/Extension

**TO REQUEST AN INCOMPLETE/EXTENSION, THE STUDENT MUST COMPLETE THIS FORM AND SUBMIT IT TO THE INSTRUCTOR FOR APPROVAL NO LATER THAN THE LAST DAY OF THE SEMESTER.**

All course work is expected to be completed by the last day of the semester in which the course is taken. If there are circumstances which you believe warrant an extension, you should petition your instructor for his/her approval. This petition must be submitted to the instructor by the last day of the semester. If granted, a grade of I (Incomplete) will be entered on the record, and the student must complete the work for the course by the date designated on the petition and in any case no later than the first day of the following semester. If the work is not completed by that date, the Registrar will request a final grade from the instructor. If there is not a final grade from the instructor, the Registrar will enter a PI (Permanent Incomplete) onto the record. A student may not petition for an Incomplete for a J-term course.

**STUDENT NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**COURSE NUMBER AND TITLE** \_\_\_\_\_

**FALL**       **WINTER**       **SPRING**       **SUMMER**

**STUDENT'S SIGNATURE:** \_\_\_\_\_

**STUDENT'S REASONS:**

**INSTRUCTOR'S COMMENTS:**

**INSTRUCTOR'S SIGNATURE (APPROVAL)** \_\_\_\_\_

**DUE DATE FOR COURSEWORK:** \_\_\_\_\_ -  
(THIS DATE CAN BE NO LATER THAN THE FIRST DAY OF THE FOLLOWING SEMESTER).

**A STUDENT WITH MORE THAN ONE INCOMPLETE/EXTENSION OR FAILURE IN ANY GIVEN SEMESTER, MAY BE PLACED ON ACADEMIC PROBATION.**

**SUBMIT THE COMPLETED FORM TO THE REGISTRAR'S OFFICE.**