



Request for a Grade of “Incomplete”

Northern Seminary policy regarding grades of “Incomplete” (see Catalog as well). The fee is \$35 per request . All course work should be completed by the dates stipulated by the course instructor at the beginning of the term. The following policy has been adopted to cover those unusual instances when deadlines cannot be met for the completion of course work within the duration of the course:

1. The student must secure signed approval of the “Request for a Grade of ‘Incomplete’” from the course instructor. The Registrar’s Office is not responsible for doing this. Any prior requests for a grade of “Incomplete” for the previous term must be completed, and the grade received, before requesting another Incomplete.
2. The instructor and student may negotiate a time limit, and the grade will normally be reduced one letter grade. The maximum extension is to the last day of the following term.
3. The request for an incomplete, with approval signature, must be filed with the Registrar’s Office no later than 4:30 PM on the last day of the quarter. Failure to do so will result in a grade of “F” or “NC” on the incomplete work.
4. Upon receipt of the completed request, the student will receive an “I” (Incomplete) for the course grade until such time as the grade is turned in by the course instructor, or until the agreed deadline.
5. If the instructor does not submit a new grade by the end of the term immediately following the term in which the course was taken (or three months in the case of summer), the Registrar will change the “Incomplete” to a grade of “F” or “No Credit” (for Credit/No Credit courses).

Date: _____ **Quarter/Year:** _____

Student’s Name: _____

Course Number and Name: _____

Reason for the Grade of Incomplete: _____

I hereby agree to make certain that all remaining coursework for the course listed above has been delivered to the instructor no later than (Time) _____ (AM / PM) on (Date) _____. I understand that it is my responsibility to ensure delivery of the coursework to the instructor by this time and date, and that failure to do so will result in receiving a grade of “F” or “NC” for this class.

Student’s Signature: _____

I hereby agree to accept all remaining coursework for the course listed above from this student no later than (Time) _____ (AM / PM) on (Date) _____. I understand that it is the student’s responsibility to ensure delivery of the coursework to me by this time and date. Assuming that I have received the course-work no later than this time and date, I will submit a final grade to the Registrar’s Office no later than (Time) _____ (AM / PM) on (Date) _____.

Instructor sign: _____ **Dir. Academic Advising sign:** _____

**Upon completion of this form, the original should be delivered to the Registrar’s Office not later than 4:30 PM on the Friday of the last week of the term in which the course is offered. Copies should be kept by both the instructor and the student for their own records.*