

**OFFICE OF THE REGISTRAR  
CONTRACT FOR INCOMPLETE GRADE**

REVISED 5/2018

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
Last First

SEMESTER/TERM:     FALL \_\_\_\_\_     WINTER \_\_\_\_\_     SPRING \_\_\_\_\_     SUMMER \_\_\_\_\_

FULL COURSE TITLE: \_\_\_\_\_  
EX: Introduction to the Old Testament

FULL COURSE NUMBER: \_\_\_\_\_  
EX: OT00301B1

REASON FOR INCOMPLETE: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PLAN FOR REMOVAL OF INCOMPLETE:  
 SPECIFICATION OF WORK TO BE COMPLETED \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DEADLINE FOR COMPLETION OF WORK: \_\_\_\_\_  
DATE MUST BE INDICATED

**ALL INCOMPLETE WORK IS DUE THIRTY DAYS FROM THE LAST DAY  
OF THE TERM FOR WHICH THIS INCOMPLETE CONTRACT IS APPROVED.**

\_\_\_\_\_  
 STUDENT SIGNATURE                      DATE                      INSTRUCTOR SIGNATURE                      DATE

Grades earned for work completed after the end of the term, and for which an Incomplete Contract was submitted, shall be reduced by one-third of a grade point for each month or portion thereof that completion of the work is delayed. Failure to submit work by the date specified on the incomplete contract or to request an extension before that date will result in a Grade **F** for the course. If the course is a required course, students must repeat the course to complete the requirements for their program of study.

The instructor is responsible for submitting a final grade for the above course no later than three weeks after the deadline indicated above.

<b><u>SUBMIT ORIGINAL TO THE OFFICE OF THE REGISTRAR WITH OFFICIAL GRADE REPORT</u></b>	
COPIES WILL BE DISTRIBUTED AS FOLLOWS:	
INSTRUCTOR	<input type="checkbox"/> (original copy)
STUDENT	<input type="checkbox"/> (photo copy)
REGISTRAR	<input type="checkbox"/> (photo copy)
<b>[ TO BE RETAINED UNTIL WORK IS RECEIVED AND SUBMITTED TO THE REGISTRAR WITH THE REVISED FINAL GRADE ]</b>	

## **POLICY ON INCOMPLETE WORK**

A student who has not completed course requirements and wishes to apply for an extension of time must submit an Incomplete Contract to the instructor within one (1) week following the last class session or earlier if the faculty member so instructs in the class syllabus. If the extension is granted by the instructor, the contract is to be submitted to the Office of the Registrar with the term grade report sheet by the instructor.

**ALL INCOMPLETE WORK IS DUE THIRTY DAYS FROM THE LAST DAY OF THE TERM FOR WHICH THE INCOMPLETE CONTRACT WAS APPROVED.**

By appeal to the Academic Affairs Committee, the contract may be approved to extend for an additional thirty days. The student must submit a letter to the registrar who will present it to the Academic Affairs Committee. The letter must contain the reasons why the additional extension should be granted and any supporting documentation (Physician's letter, letter of military service, etc). The Academic Affairs Committee will consult the instructor and make a decision to allow or disallow the request. The Chairperson of Academic Affairs will notify the student in writing of the Committee's decision.

It is recommended that students include the hours of an incomplete contract into their course load. If the student took 12 credits last term and 3 credits are incomplete, the student should only be registered for 9 credits.

**Note that incomplete contract limits registration and also impacts financial aid status.**

## **LIMITS ON REGISTRATION IN TERMS WITH OPEN INCOMPLETE CONTRACTS**

Incomplete contracts will limit the number of courses for which a student can register in the term in which the contract (s) are in effect. A student may not have more than 8 hours or three classes in incomplete status in a given semester without permission from the Dean of the Seminary. A student will be dropped from current classes until he/she meets with the Dean and presents a plan for completion of late course work and current coursework. The registrar will inform both the student and the Dean of the need for this action.

Students with six or more hours of incomplete contracts in any one semester will be required to meet with their advisor. The advisor and the student will discuss and develop a plan for the completion of the late coursework as well as evaluate if the current course load needs to be reduced for late work to be completed. The registrar will inform both the student and the advisor the need for this action.