



OFFICE OF THE REGISTRAR

### REQUEST FOR GRADE OF "INCOMPLETE"

The below-named student has made a written request for an incomplete grade in the course indicated. The request is deemed appropriate due to **emergency circumstances**, and a formal request for an incomplete grade is hereby made according to the following Southern Evangelical Seminary catalog statement:

Incomplete: A grade of "Incomplete" (I) may be granted by an \*instructor in **emergency circumstances** such as extended serious illness, etc. Permission for an "Incomplete" (I) must be requested prior to the end of the term. It is not granted automatically.

An "Incomplete" (I) automatically becomes a "Failure" (F) 60 days after the end of the term in which it was assigned, unless the course requirements are satisfied, and the instructor assigns a new grade. Extensions to this period may be requested, but are granted only in cases of just cause.

Student's Name: \_\_\_\_\_ SES ID# \_\_\_\_\_  
First Middle Last

Mailing Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

I request an "Incomplete" for the following class:

<i>Class no.</i>	<i>Class Name</i>	<i>Instructor</i>

Reason for extension: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Professor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*If the professor is not available on campus please e-mail the professor the reason for the request and attached his e-mail response to this form.

Return completed form to the Office of the Registrar, **3000 Tilley Morris Road, Matthews, NC 28105**. Questions about this policy and procedure may be directed to the Office of the Registrar 704.847.5600.

**Office Use Only:**

**Registrar:** \_\_\_\_\_ Date rec'd: \_\_\_\_\_  recorded