



## INCOMPLETE APPLICATION

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_  
 Address \_\_\_\_\_ E-mail \_\_\_\_\_  
 \_\_\_\_\_ Phone \_\_\_\_\_

### Incomplete Fee: \$25.00

#### I. INSTRUCTIONS

1. **Carefully read the incomplete policy** on the back of this form.
2. **Complete ALL areas, sign your name, and initial on the space provided below your name** signifying that you have read and understand the policy.
3. **Obtain consent from the course instructor** and have him/her sign below.
4. **Consult with your faculty advisor** and have him/her sign below.
5. Submit the form to the **Office of Academics for consideration**.
6. If approved, the original application will be transmitted to the Registrar for placement on your transcript. Additionally, you will be notified and given a copy for your records.
7. **Make payment to the Business Office** – either in person or over the phone using VISA or MasterCard.

#### II. COURSE INFORMATION

Course Number and Title \_\_\_\_\_  
 Semester/Year \_\_\_\_\_ Credit Hours \_\_\_\_\_ **Incomplete Deadline\*** \_\_\_\_\_  
 Work to be completed \_\_\_\_\_

**Reason(s) for Requesting Incomplete (Be Specific):**

#### III. SIGNATURES:

Student \_\_\_\_\_ Date \_\_\_\_\_  
 I have read and understand fully the Incomplete policy on the back of this form \_\_\_\_\_ (Please initial).  
 Course Instructor \_\_\_\_\_ Date \_\_\_\_\_  
 Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_  
 Assistant VP for Academics \_\_\_\_\_ Date \_\_\_\_\_

#### IV. ADMINISTRATIVE PROCEDURES:

Business Office (Payment) \_\_\_\_\_ Registrar's Office \_\_\_\_\_

cc: Student, Course Instructor, Office of Academics

*\*A deadline date, determined by the course instructor, must be included before an incomplete application can be submitted.*



## INCOMPLETE POLICY

An Incomplete\* is not lightly given. **It is designed for a rare occasion when the student has been seriously ill or suffered some other hardship beyond his/her control.** Permission to receive an "I" must be requested and approved by the instructor, the advisor, and the Assistant Vice President for Academics, **no later than the day of the final exam.** *D.Min. students must submit requests for an Incomplete no later than March 1,* the deadline date for completion of all D.Min. work. The deadline date for an incomplete should be determined by the course instructor. Incompletes are not available for online courses. If the "I" is **not removed within one year of the date of the student's enrollment in the course, it automatically becomes an "F".** **The course will then need to be repeated** (scholarships will not cover a repeated course).

**\*Incompletes may jeopardize academic progress as well as financial aid.**

In the event a transcript is requested, "I" will be changed to "F."