

Graduate Department of Religion
Request for Incomplete

A student who is unable for good cause to complete course requirements in the normal time may be given, at the discretion of the instructor, the grade of "I" (Incomplete). This "Request for Incomplete" form must be completed by the student, be signed by the course instructor, and be returned to the Graduate Department of Religion (GDR) office **by the last day of classes** in the semester during which the course was taken. A date by which the Incomplete work will be submitted must be approved by the course instructor and be stated on the request form.

Work submitted to fulfill requirements for an Incomplete must be submitted to the GDR Administrative Assistant, who will forward it to the instructor for final evaluation.

Each Incomplete must be completed within twelve (12) months of the end of the semester in which it was taken. An "I" that is not replaced within the twelve months by a letter grade may be changed, at the discretion of the instructor, to an "F"; otherwise, the "I" will automatically become permanent and will remain on the transcript. In either case, the course will not be counted toward the credits required for the degree.

Permanent Incompletes have financial consequences for the student. The financial aid offered by the GDR does not apply to hours taken above those necessary for the completion of the degree (24 hours for the MA, 72 hours for the PhD). When an Incomplete becomes permanent, therefore, the student is financially responsible for paying for the additional hours needed to earn the degree.

When a student enters a semester with two or more open Incompletes, he or she will be restricted to a lighter load of courses. The normal load will be reduced by one for two open Incompletes or by two for three or four open Incompletes.

Student Name _____ I.D.# _____

Course Number & Title _____

Semester Taken _____ Date by which work will be submitted _____

Student Signature _____

Instructor Signature _____

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Director of Graduate Studies Signature \_\_\_\_\_

*This form will be kept on file in the GDR office.*