



MOODY THEOLOGICAL SEMINARY-MICHIGAN

Office of the Registrar

REQUEST FOR GRADE OF "INCOMPLETE"

Any student wishing to receive a temporary grade of "Incomplete" in a class is required to submit this completed form to the Registrar's Office, with the instructor's signature, before the last day of the class. Incompletes may be granted for a period of up to six weeks, during which time a grade of "I" will be assigned. If all work is not completed within this time, the grade listed below by the instructor will be assigned. It is the student's responsibility to file all paperwork, acquire the instructor's signature prior to the last day of the class, and pursue the completion of the course work.

There is a \$50.00 fee for each Request for "Incomplete" form submitted.

Student's Name: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

I request an "Incomplete" for the following class:

Class no. Class Name Instructor

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

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

This form may not be submitted electronically. Return completed form to the Office of the Registrar, 41550 E. Ann Arbor Trail, Plymouth MI 48170. Questions about this policy and procedure may be directed to the Office of the Registrar at 734.207.9581.

Office Use Only:

Grade to be assigned if work is not complete within 6 weeks: \_\_\_\_\_

Professor Signature: \_\_\_\_\_ Date \_\_\_\_\_

Registrar Signature: \_\_\_\_\_ Date \_\_\_\_\_