



Veritas Evangelical Seminary

Incomplete Grade/Extension Request Form

Name: _____ Student ID: _____

Address: _____
(Street)

(City) (State) (Zip)

Home Phone: _____ Cell: _____ Work: _____

I request an incomplete for the following course:

Course No. _____ Course Name: _____ Professor: _____

Reason for Request: _____

An “incomplete” grade status is not granted automatically. It is the student’s responsibility to complete this request form and submit the request to the Registrar before the end of the course described above. Only requests that are deemed an emergency circumstance, such as prolonged serious illness or death in the family, will be granted. If an incomplete grade is approved, it will automatically become an “F” (Failure) after sixty (60) days from the end of the course if arrangements are not made for an extension prior to this time. Extensions may be granted only in cases of just cause. Upon submission of the written extension request the student agrees to pay the \$50.00 extension fee as well as a ½ grade reduction of the final grade for the course. This extension must also be approved by the Seminary.

Student’s Signature: _____ Date: _____

Approved \$50.00 fee paid New course completion date: _____

Denied Reason: _____

Professor’s Signature: _____ Date: _____

Registrar’s Signature: _____ Date: _____

Academic Dean Signature: _____ Date: _____