

Moravian Theological Seminary

Application for Incomplete

Process of Applying for an Incomplete:

1. Complete this form in consultation with the instructor.
2. Have the form signed also by your advisor.
3. Submit the completed form to the Registrar by the end of the term.
4. Distribution of copies: White copy: Registrar, Yellow copy: Instructor, Pink copy: Student
5. Upon the student's completion of the course, the instructor will record the grade on the yellow copy and return it to the Registrar.

- An application for an Incomplete must be submitted before the end of the term (the last day of the exam period).
- An Incomplete is granted at the discretion of and under terms set by the instructor in consultation with the student's advisor.
- Under normal circumstances, students granted an Incomplete for a course will be given one letter grade lower in the course than they would have received if the work had been completed on time.
- No more than one Incomplete is permitted in any given term. In the case of serious illness, the death of a family member, or other exceptional circumstances, there might be no reduction in grade and more than one Incomplete may be permitted.
- In the case of more than one Incomplete, the student becomes ineligible to register for the next term.

Name _____ Student ID # _____ Date _____

Course _____ Term _____ Year _____

Reason for Requesting Incomplete _____

Number of other Incompletes approved for you at MTS _____

Do you have any outstanding Incompletes from a previous term? Yes _____ No _____

Are you applying for more than one Incomplete for this term? Yes _____ No _____

Special instructions or conditions for completing the coursework (set by instructor) _____

In all cases the deadline terms are established by the instructor. If the work is not completed by the deadline, the grade will automatically become an "F." The deadline for completion of an Incomplete is determined by the instructor, but can be no later than:

- An Incomplete from the fall semester or Jan term must be completed no later than the end of the spring semester.
- An Incomplete from the spring semester or summer term must be completed no later than the end of the fall semester.

Deadline for completion of work (if different from the norms stated above) _____

Student's Signature _____ Date _____

Instructor's Signature _____ Date _____

Advisor's Signature _____ Date _____

Note to the Instructor: Once work has been completed, record the grade on the yellow copy and submit it to the Registrar.

Grade _____ Instructor Signature _____ Date _____