

Moravian Theological Seminary

Incomplete • Application

- In the case of extraordinary circumstances, an incomplete may be granted for a course at the discretion of the instructor and under the terms established by the instructor.
- An application for an Incomplete must be submitted to the Registrar **by Reading Day**.
- Students granted an Incomplete for a course should expect to earn one letter grade lower in the course than they would have earned if the work had been completed on time.
- Typically, no more than one Incomplete is permitted in any given term.
- The deadline for the completion of an Incomplete is determined by the instructor, but the final deadline for incompletes is **30 calendar days from the end of the term in which the course was taken**.
- Assignments not turned in before the deadline for the incomplete will be recorded as a zero.
- It is responsibility of the student to meet these deadlines and make sure that assignments are submitted to the instructor on time.

Name _____	Student ID # _____	Date _____
Course Title _____	Course # _____	
Term/Year _____	Are you applying for more than one Incomplete for this term?	Yes No
Do you have any outstanding Incompletes from a previous term? Yes No		
Reason for Requesting Incomplete _____		

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

Deadline for submission of all coursework _____		

DIRECTIONS:

1. Complete this form in consultation with the course instructor.
2. Have the form signed by the instructor and by your advisor.
3. Submit the original signed form to the Registrar by Reading Day.
4. The Registrar will give a copy of the signed form to the instructor and student.

RETURN TO:

Registrar
Moravian Theological Seminary
1200 Main Street
Bethlehem, PA 18018
seminaryregistrar@moravian.edu
Fax: 610-861-1569

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Advisor Signature _____ Date _____

Instructor: After course is completed, record the grade on your copy and submit it to the Registrar.

Grade _____ Instructor Signature _____ Date _____