



Evangel University
 College of Arts & Sciences
 College of Adult & Graduate Studies
 Assemblies of God Theological Seminary

Incomplete (I) Grade Request Form

Student ID Number: _____ Date: _____

Name: _____

Course #: _____ Title: _____

Semester: FA SP SU Year: _____

This request for an Incomplete (I) grade is to be student-initiated. It is granted ONLY based on a serious illness or a similar extenuating circumstance that materially affects the student's ability to complete all course requirements. *An incomplete will not be granted solely based on a student needing more time. The incomplete MUST be cleared by mid-term of the next semester or by the second module of the next semester for Adult Studies students. Furthermore, students must be earning at least a C- in the course and have completed at least 70% of the coursework to be eligible. An I grade that is not cleared by the mid-term deadline will be changed to an F.*

STUDENT STATEMENT:

I am unable to complete the requirements for the above course due to:

- Illness Death in Family Accident Other

Unable to complete the course work because:

Student's Signature: _____ Date: _____

DEPARTMENTAL STATEMENT:

- I approve of this Incomplete grade request. The course work must be submitted by either the middle of the following semester or earlier on the following date: _____.

The extension of time requested will permit the student to complete work that may affect the overall evaluation. The extenuating circumstances described above were a factor in the student's inability to complete the work. I will supervise the completion of this work.

If the student chooses not to complete the work, I request that a grade of _____ be recorded as the final grade for this course.

- I disapprove of this Incomplete grade request because: _____

Instructor's Signature: _____ Date: _____

Departmental Chair or University Official Signature: _____ Date: _____

Please returned fully signed copy to the University Registrar, Connie Cross (crossc@evangel.edu / Suite 104.)

<p>REGISTRAR ONLY: Additional Extension Requested and Granted: _____ _____</p>
