

INCOMPLETE GRADE

Midwestern Baptist Theological Seminary
Registrar's Office

An incomplete grade may only be reported for a student who has a passing grade in a course but who is unable to complete the final examination and/or final coursework due to serious illness of the student, serious illness or death in the student's immediate family, or other unusual and substantial cause beyond the student's control. Failure to appear for a final examination or complete coursework as assigned and when due is not evidence for giving an Incomplete grade (i.e., the opportunity to complete work past the end of the semester should not give the student an advantage others in the course in similar circumstances did not have). Students are to submit the incomplete coursework/exam to the professor no later than two (2) weeks after the last day of the semester or course. All Incomplete grades must be removed within three (3) weeks after the semester or course in which the Incomplete grade was given. At the end of three (3) weeks, the grade defaults to the grade earned-to-date indicated below.

PROCEDURE:

1. This form is to be completed by the course professor and attached to the course grade roster on which the Incomplete grade is entered. Upon completion, the grade roster is to be returned to the Registrar's Office.
2. A separate form is to be used for each Incomplete grade given.
3. Incomplete grades are to be removed using a Grade Change form.

Term & Year: _____
(FA=fall, JAN=January, SP=spring, SU=summer/June or July)

Course Number Section Title

Student's Name: _____ ID#: _____

Grade earned-to-date or to be awarded if the Incomplete is not removed: _____

Date the student is to submit the incomplete course work/
exam but no later than two weeks after the last day of final exams: _____

Specific, detailed reason(s) or explanation for giving an Incomplete grade (personal problems are inadequate):

Professor's Signature

Date

Registrar's Signature

Date