REQUEST FOR INCOMPLETE
PHILLIPS THEOLOGICAL SEMINARY
SEE CATALOG FOR POLICY ON INCOMPLETES

ALL ITEMS MUST BE COMPLETED BEFORE THIS REQUEST WILL BE GRANTED.

LAST DAY FOR INCOMPLETE REQUEST
(Consult academic calendar—enter deadline date on this line)

REQUEST FOR INCOMPLETE AFTER DEADLINE    FEE    $40
(Deadline date listed above)

1. NAME __________________________________________ ADVISER __________________________________________

2. COURSE NO. ___________________ TITLE ______________________________________________________________

3. SEMESTER ______________________ YEAR _______________

4. REASON FOR REQUESTING INCOMPLETE _____________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

5. COMPLETION DATE (maximum of 45 days from the last day of the appropriate semester) ____________________________

DATE OF LAST CLASS __________________________________________
(Consult academic calendar for date)

(If the work is not completed by the above completion date, a REQUEST FOR EXTENSION OF INCOMPLETE form – signed by the student, professor and academic dean – must be filed in the Registrar’s Office no later than the above completion date, or the course grade, or that portion of the course grade which is incomplete, automatically becomes an “F”.)

6. WORK TO BE COMPLETED ___________________________________________________________________________
______________________________________________________________________

7. STUDENT SIGNATURE __________________________________________ DATE ____________________________

8. APPROVAL OF PROFESSOR __________________________________ DATE ____________________________

9. APPROVAL OF ADVISER ______________________________________ DATE ____________________________
(Adviser please note that incomplete hours that extend into a new semester must count in the student’s total enrolled hours for the new semester.)

10. APPROVAL OF DEAN _________________________________________ DATE ____________________________

11. ______ PROCESSING FEE PAID __________________________________ DATE ____________________________

12. RECORDED IN REGISTRAR’S OFFICE ___________________________ DATE ____________________________

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