

PART II. REVIEW & GUIDANCE COMMITTEE'S DECISION

APPROVED WITHOUT PENALTY **DISAPPROVED**

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*(NORMALLY ONE-LEVEL DROP IN LETTER GRADE ON ALL OUTSTANDING WORK,
e.g. "A" REDUCED TO "A-"; "A-" REDUCED TO "B+", ETC.)*

REASON FOR DECISION: _____

DEADLINE AND ANY OTHER CONDITIONS FOR COMPLETION AND SUBMISSION OF ALL WORK: _____

DATE STUDENT NOTIFIED: _____ **DATE PROFESSOR NOTIFIED:** _____

NOTE: ALL COMPLETED WORK MUST BE SUBMITTED DIRECTLY TO THE PROFESSOR

PLEASE RETURN COMPLETED FORM TO:

**OFFICE OF REVIEW AND GUIDANCE
PALMER THEOLOGICAL SEMINARY
DR. DONALD BRASH
dbrash@eastern.edu
ELC 313**

Policy on Incomplete Course Work/Requests For Extension
Palmer Theological Seminary of Eastern University

Requesting an Extension: All course work for the Fall and Spring semesters, including independent studies, is due **on or before the last class day of the term**. With the exception of Greek and Hebrew, all course work for the Summer term, and for all studies abroad, is normally due one to two months from the last class day: please check your syllabus for details.

Written requests for extensions must be made by the student on the “Request for Incomplete/Extension” form and submitted to the Review and Guidance Committee **by the deadline noted on the Seminary's academic calendar for submitting extension requests**. Late requests for extensions will not be accepted. Students are notified via e-mail of the Committee’s decision by the last class day of the term.

Students on probation may not request an extension. Individual course professors cannot grant extensions. A Request for Incomplete/Extension must be signed by the course professor before the request is submitted to the Review and Guidance Committee.

Parameters for Granting Incompletes/Extensions. Incompletes/Extensions may be granted without penalty if there is a birth or death in the family, or an illness confirmed by a professional. Incompletes/Extensions may also be granted for other reasons, but in these cases, the student will normally be penalized by a grade reduction on work for which the extension is granted. Extensions will be granted for a period of up to one month from the date on which all course work is due. Students with extensions outstanding will need approval of the Dean before registering for a new term.

Submitting Completed Extension Work. Students are to submit all completed extension work directly to the professor by the extension due date. Extension work is deemed officially completed when the professor has received it.

Inability to Complete Extension Work. If late work cannot be completed within the time allowed by the formally filed and approved extensions, the student has several options:

- 1) accept a grade of No Credit for the course, or a grade based upon work already completed and turned in during the term;
- 2) withdraw from the course and register to take it at a later date, negotiating course requirements directly with the professor; or
- 3) request a leave of absence for at least one semester. Except in the case of prolonged medical leave, all course work must be completed before the student registers to resume course work.