

# REQUEST FOR INCOMPLETE/EXTENSION

*CONSULT ATTACHED POLICY SHEET FOR IMPORTANT INFORMATION*

## **PART I. TO BE COMPLETED BY STUDENT**

STUDENT NAME: \_\_\_\_\_

COURSE # \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_

SEMESTER/TERM: \_\_\_\_\_ YEAR: \_\_\_\_\_

CLASS ABSENCES FOR THIS COURSE: \_\_\_\_\_

PLEASE LIST ALL WORK NOT YET COMPLETED: \_\_\_\_\_

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**EXPLAIN IN DETAIL WHY YOU CANNOT COMPLETE THIS WORK BY THE COURSE**

**DEADLINE:** \_\_\_\_\_

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*Be sure to attach to this form any necessary documentation  
(such as a doctor's note in a case of illness).*

REQUESTED DATE FOR COMPLETION OF WORK: \_\_\_\_\_

PROFESSOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*(Signature only indicates professor is aware that a request for extension is being submitted  
and does not imply their approval or support of the extension request)*

NUMBER OF COURSES ENROLLED IN FOR CURRENT SEMESTER: \_\_\_\_\_

NUMBER OF EXTENSIONS APPLIED FOR IN PREVIOUS SEMESTERS: \_\_\_\_\_

**PLEASE RETURN FORM WITH PART I COMPLETED TO:**

**OFFICE OF REVIEW AND GUIDANCE  
PALMER THEOLOGICAL SEMINARY  
DR. DONALD BRASH  
dbrash@eastern.edu  
McInnis Learning Center Room 214**

**PART II. REVIEW & GUIDANCE COMMITTEE'S DECISION**

**APPROVED WITHOUT PENALTY**                       **DISAPPROVED**

**APPROVED WITH PENALTY**  
*(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  
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McInnis Learning Center Room 214***

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 **at least three (3) days before the last class day of the term, or one week before class work is due for intensives**. 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.