



E A R L H A M
SCHOOL of RELIGION

REQUEST FOR INCOMPLETE

Incompletes will only be granted in extenuating circumstances such as:

- 1.) the student is affected by serious illness or family emergency necessitating considerable loss of time, *or*
- 2.) there are academic reasons like the failure of research material to arrive on time, *or*
- 3.) other reason(s), entirely beyond the student's control, prevents the completion of the required work.

A completed application for an Incomplete, signed by the student and the instructor, must be submitted to the Dean. Applications must be submitted by the last day of exam week for semester-long and year-long courses, or by the due date for the final assignment of intensive courses. The Dean will then consult the student's instructor and make a decision.

A decision will be made within three working days after the application is submitted, and a copy of the approved or rejected application given to the student. No additional extensions will be granted beyond the time stated in the application. Students who do not submit course work by the deadline specified in the extension will have to repeat the course in order to receive credit.

Name _____ Semester _____ Date _____

Course Number _____ Course Title _____

State Reason for Request: _____

Date course work will be completed and submitted to the instructor

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Dean Signature _____ Date _____