



## Taylor Seminary – REQUEST FOR AN INCOMPLETE

All course work is to be completed by the last day of examination week; however, students who require additional time to complete course work due to circumstances beyond their control may request an Incomplete. See Taylor Seminary Catalogue for further details.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ ID#: \_\_\_\_\_

### To the Academic Committee:

I am applying for an Incomplete in \_\_\_\_\_  
*(Course No. and Name; Use one form per course)*

### Outstanding Assignments

List all Outstanding Assignments	Anticipated Completion Date

### The reasons for this request are:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Professor's Signature: \_\_\_\_\_

### NOTE:

- Even if an Incomplete is granted, instructors may impose penalties for lateness, for assignments that were due prior to the date when the form was submitted.
- If the course is not completed by the deadline granted, the student will receive a grade based on the work completed by the deadline.

### OFFICE USE ONLY

Date request was received: \_\_\_\_\_

Academic Committee Decision:

Incomplete Granted. Due date is \_\_\_\_\_

Request Denied. Reason: \_\_\_\_\_

Signature of the Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Original to Registrar's Office

Notification: Faculty Advisor Email

Copy to Business Office

Notification: Student Email

Notification: Instructor Email