



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 Code 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 received: _____

Academic Committee Decision:

Incomplete Granted. Due date is _____

Request Denied. Reason: _____

Signature of the Chair: _____ Date: _____

- Original (Registrar's Office)
- Email Notification: Student

- Student Record (Database)
- Cc: Academic Chair & Instructor