



REDEEMER THEOLOGICAL SEMINARY

INCOMPLETE REQUEST FORM

You may request extended time for a course if you have “extenuating circumstances”. These circumstances are defined as “unusual and unavoidable circumstances that hinder completion of assigned work”. If you need to apply, consider that you are asking for preference over other students.

Please complete the STUDENT REQUEST section and have the professor of the class complete the PROFESSOR’S RECOMMENDATION section. This form should be returned to the Registrar’s office no later than November 30 for fall semester courses and no later than April 30 for spring semester courses.

STUDENT REQUEST

Print Name: _____ SS# _____
(Last) (First) (Middle)

Course _____
(Number) (Title)

What is the emergency? _____

(You may continue on a separate sheet)

If approved, the student gives COMPLETED WORK TO THE REGISTRAR, who will send it to the professor. If the work is not given to the Registrar on time, the incomplete will become an F grade.

----- Students, Please do not write below this line -----

PROFESSOR’S RECOMMENDATION

Yes: _____ No: _____ Signature: _____

Comments _____

If Yes, date for completion: _____
(limits: Jan 30 for Fall semester, Jun 30 for Spring semester)

Note: If a test is involved, please send it to Kathy McCartney. At the professor’s discretion the grade may be reduced.

Decision of Faculty: Yes: _____ No: _____