

NAZARENE THEOLOGICAL SEMINARY
PETITION FOR AN INCOMPLETE GRADE

Date received _____

\$25 fee paid _____

Name _____ School Year _____ Semester _____

Course # Title

Professor

Hours

Reason(s) for request:

I understand that the due date for the late work and/or make-up exam(s) is _____

Student signature

Date

TO BE COMPLETED BY THE PROFESSOR

Assignment(s) and/or exam(s) required to remove the "I" grade:

If above conditions are not met by the above due date, the grade for the course will be: _____

THE USUAL PENALTIES FOR LATE WORK WILL BE APPLIED AT THE PROFESSOR'S DISCRETION.

Professor signature

Date

Registrar signature

Date Received

INSTRUCTIONS

1. This form must be submitted to the office of the Registrar BEFORE the semester due date.
2. Submit one form for each course.
3. Return incomplete work to the Registrar's office by incomplete due date.

White Copy – Registrar Yellow Copy – Professor Pink Copy – Student