



ST. BERNARD'S

SCHOOL OF THEOLOGY AND MINISTRY

Incomplete Grade Request Form

"Incomplete (I) status is granted temporarily when there is a justifiable delay in the completion of course requirements. When a student enrolls in a course for credit, it is assumed that a student will complete the course assignments within the parameters outlined by the course syllabus. In extraordinary situations the student may request Incomplete status until the course assignments may be completed." (St. Bernard's Student Handbook, p. 31)

(A) To be completed by the student:

Name: _____ Semester/Year Course Taken: _____
Degree Program: _____ Course Title: _____
Advisor: _____ Instructor Name: _____
Email: _____

Incomplete course proposed completion plan: (attach page if additional space is needed)

Please list items due:

Planned assignment completion date:

Student Signature: _____ **Date Signed:** _____

(B) To be completed by the instructor: *Student Grade to Date:* _____

Please select one of the following:

I approve the above completion plan proposal

I approve the above completion plan proposal with modifications (list below)

I do not approve the above completion plan proposal

Please list any modifications:

Instructor Signature: _____ **Date:** _____

Dean Signature: _____ **Date:** _____

Registrar Signature: _____ **Date:** _____