# BETHEL COLLEGE

*"Equipping the Body for Ministry" Eph. 4:11,12*

## REQUEST FOR INCOMPLETE GRADE

**Student Name**: _____ **Date:** _____

**Course Name:** _____

Semester (check one):

❑ Fall ❑ Spring ❑ Summer ❑ Modular Session

I request an extension for the course work required in the above class due to (check one):

❑ Illness ❑ Personal Emergency

I am attaching the documentation necessary to substantiate this request for an extension.

I agree to provide this course work by _____.
date

I also understand that an incomplete ("I") will be recorded on my transcript until the date specified above. After that date, the "I" will be changed to an "F" if the course work has not been submitted.

In the event that another extension is required, I understand that I must submit a new request for consideration. However, in no case will the "I" be allowed to remain on the transcript for more than one term following the initial term.

_____ _____
Student Signature Date

_____ _____
Instructor Signature Date

_____ _____
Academic Dean Approval Date