Westminster Seminary California

INCOMPLETE PETITION

QUALIFICATION

An incomplete "I" is normally granted only when the student's work in the course has not been completed due to *UNUSUAL EXTENUATING CIRCUMSTANCES,* such as personal illness of more than a brief duration; illness in the family that has required the student's attention; death in the family; personal or family crisis of a traumatic nature.

It **may not** be given when a student has simply failed to complete the work or fails to take an examination due to lack of discipline or organization, church ministry, job responsibilities, or other ordinary avoidable circumstances. The Dean of Students will determine whether adequate cause exists for granting the "Incomplete."

PETITION PROCEDURES

Petition deadline: The last day of classes for the term.

Student Responsibilities: No "Incomplete" will be granted automatically.
* Obtain the "Incomplete Petition" form from the Registrar's Office or off the WSC website.
* Obtain the signatures of the professor and the Dean of Students.
* Return the completed petition to the Registrar by the last day of classes.
* Complete all outstanding course requirements no later than the end of the term following that in which the "Incomplete" was granted.

Completion Deadline: The work must be finished and graded by the last day of classes of the next term, or by some earlier date agreed upon by the professor and the student. Any arrangement for work to be turned in must allow time for the professor to grade it by the last day of classes.

Failure to meet these deadlines will automatically result in an "I/F" for the course.

Name of Petitioner:_____ Date:_____

Course Number & Title: _____

Reason for Petition: _____

Due Date that all work must be completed: _____

I (*student, professor, or Dean of Students*) have read and agree to comply with the above requirements.

_____   _____   _____
Student's signature   *Professor's signature*   *Dean of Student's signature*

REGISTRAR'S USE ONLY

Date Submitted:_____

☐ Petition granted (complete and on time)
☐ Petition not granted because: _____
_____