



International Reformed University & Seminary

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Incomplete Grade Request Form

A grade of Incomplete may be granted when a student's work in a course is not completed at the end of the term. Incomplete is allowed only when necessary and the instructor and academic dean will decide whether it is necessary. If an 'Incomplete' is permitted a student should submit the completed assignment to the professor at the end of the next Semester. A grade of "F" will be recorded if the deadline is not met.

This request must be submitted prior to the instructor's submission of your final grade for this course. Also, **this form must be signed by both the instructor and student, and submitted to the School office by the end of semester.**

Student Information

Name		Degree Program	
Phone #		Email Address	

Course Information

Semester, Year	
Course Number and Subject	
Instructor's Name	

Reason for Request:

Student Signature		Date	
Instructor Signature		Date	

-----For Office Use Only-----

Approved: _____

Disapproved: _____

Date: ____/____/____