



PAYNE THEOLOGICAL SEMINARY

Payne Theological Seminary
1230 Wilberforce-Clifton Road
P.O Box 474 Wilberforce, OH 45385
(937) 376-2946 Office (937) 376-2888 Fax

Petition for Grade of "I" (Incomplete)

*This petition must be completed and given to class Instructor at least three (3) weeks before the end of the term for which the incomplete is requested. The petition is to be signed by the Instructor who should retain a copy and issue one copy to the student and one to the Academic Dean. Students are expected to appear for examinations. Only in the rarest instances, such as a medical emergency, should an "I" be granted in the case of missed examinations. If the Incomplete is not resolved with the instructor by the end of the following semester, the "I" is automatically converted to an "F". It is the faculty's position that work, which is turned in late, does not merit as high a grade as the same quality work submitted on time. Therefore, an Instructor **MUST** lower the grade on the late work*

Student Name: _____

Petition an Incomplete In
Course Number: _____ **Course Title:** _____

For the _____ Semester _____ YEAR _____

For the following reason(s):

The following is the agreed upon plan and time schedule for completing the work:

DATE WORK IS DUE TO INSTRUCTOR: _____
FURTHERMORE, I UNDERSTAND THAT FAILURE TO COMPLETE THE WORK WITHIN THE TIME PERIOD INDICATED WILL RESULT IN AN "F" GRADE FOR THE COURSE.

Student Signature: _____ Date: _____
(online students may type signature and attach this form via email to instructor)

Petition Approved: D Petition Disapproved: D

Instructor's Signature: _____ Date: _____

Academic Dean's Signature: _____ Date: _____