



Saint John's Seminary

Request for an "Incomplete" Grade

Name: _____ Date: _____

Course ID No. and Name: _____

Instructor: _____

Reason for requesting an Incomplete: _____

Student's Signature

Instructor's Signature

TINE Program Director's Signature

Please Note:

1. The Academic Regulations of St. John's Seminary state:

An "Incomplete" is recorded when the student does not fulfill a major requirement of the course before the beginning of the examination period or has not taken the semester examination. In such cases an "Incomplete" is recorded rather than a failure only when the student has obtained prior permission of the Dean of faculty and the consent of the professor to delay completion of the required work. The work must be made up by the end of the semester that follows; otherwise, the grade becomes an "F". The Director of Admissions and Records will record an "Incomplete" only when it has received specific notification from the Dean of Faculty.

2. This form must be completed and filed with the Registrar's Office by the last day of the exam period of the semester in which the course is taken. It is the student's responsibility to provide the necessary information and obtain the necessary signatures.

3. Policies on "Incompletes" differ among BTI schools and are respected by the different schools. St. John's Seminary strongly encourages students who request an "Incomplete" in a BTI course to complete the required work within six weeks after the conclusion of the semester.