

Incomplete Grade Request



An “incomplete” grade status is not granted automatically. It is the students responsibility to complete this request form and submit the request to the Registrar before the end of the course described below. Only requests that are deemed an emergency circumstance, such as prolonged serious illness or death in the family, will be granted. If an incomplete grade is approved, it will automatically become an “F” (Failure) after sixty (60) days from the end of the course if arrangements are not made for an extension prior to this time. Extensions may be granted only in cases of just cause.

Name: _____ SSN: _____ - _____ - _____
(Last) (First)

Mailing Address: _____
(Street)

(City) (State) (Zip Code)

Home Phone: _____ Cell Phone: _____ Work: _____

I request an “incomplete” for the following course:

Course number Course Title Professor

Reason for request: _____

Student’s Signature: _____ Date: _____

Professor’s Signature: _____ Date: _____

*If the professor cannot be contacted in person for his/her signature, forward the professor’s email approval to VES.

Registrar’s Signature: _____ Date: _____

Return this completed form to the Registrar at: **Veritas Evangelical Seminary, 39407 Murrieta Hot Springs Road, Murrieta, CA 92563 VES: 951.698.6389**

FOR VES USE ONLY:

Date Received: _____ Approved: _____ Denied: _____ Registrar’s Initials: _____