



STARR KING SCHOOL FOR THE MINISTRY

PETITION FOR INCOMPLETE

Must be filed with the student's school Registrar by the last day of the term

Common Policy: Students are responsible for finishing their work within the term. Students must petition to take an incomplete no later than the last day of the term. Incomplete work is due by the third (3rd) Friday after the end of the term. The instructor is required to submit a new grade by the sixth (6th) Friday after the end of the term. The incomplete becomes an "F" if no new grade is received by the end of the sixth week. Students should consult their school handbook for any variation to this Common Policy.

Academic Year: _____ **Term (Check):** Fall Intersession Spring Summer

Student's Name: _____ **Student ID Number:** _____

Course Number: _____ **Title:** _____

Instructor: _____ **Instructor's School:** _____

<p><i>I understand the GTU Common Policy on Incompletes as printed above and any variations stated in my school handbook agree to meet the required obligations and deadlines.</i></p>	<p>_____</p> <p>initial here</p>
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Students, please make duplicate copies for you, the Course Instructor, and the Registrar.

Incompletes may impact a student's ability to access Financial Aid.

Students must save the completed form as a PDF with the name as Term.PetitionforIncomplete.Your first and last name. Then, email the form to registrar@sksm.edu, and Cc your instructor. The office of the registrar will obtain the necessary signatures after the completed PDF form is received.

Date Work Due: _____ (No later than the 3rd Friday after last day of the term)	Final Grade Due: _____ (No later than the 6th Friday after last day of the term)
Student's Signature:	Instructor's Signature:
Date: _____	Date: _____

Approval: _____	Date: _____
Signature of the Registrar (or Dean if beyond six weeks)	