



### **INCOMPLETE GUIDELINES**

The grade of I (incomplete) may be used under special circumstances on a temporary basis when a student needs additional time on course assignments. To receive a course grade of Incomplete, students must petition the professor, their advisor and the academic dean. Students must complete the petition and obtain the appropriate signatures unless they are physically unable.

In Fall and Spring semesters, the signed petition is to be delivered to the Academic Affairs Office prior to the last day of regularly scheduled classes as listed on the MTSO Academic Calendar. (Prior to Finals Week.)

In intensive terms, the signed petition is to be delivered to the Academic Affairs Office at such time as to ensure approval by the Academic Dean by the deadline for the submission of grades (three weeks following the end of the intensive term for Master's level courses; six weeks following the end of the intensive term for Doctor of Ministry courses). (Note: It is strongly recommended that students deliver the petition to the Academic Affairs Office for review at least one week prior to this deadline. Lack of sufficient lead time may result in the denial of the petition).

The Dean may ask to confer directly with the student, advisor, and/or instructor before making a decision. Any petition submitted without a "date by which all course work will be completed" will be denied. For Master's level courses in Fall and Spring semesters, the "date by which all course work will be completed" will not be later than four weeks after the last day of the term as listed on the Academic Calendar. For January and Summer Term Courses (Master's or D.Min.), the "date by which all course work will be completed" will be not later than four weeks following the deadline for the submission of grades in the course.

For any incomplete course in which a new letter grade had not been submitted after one week has passed from the "date by which all course work will be completed," the Registrar will record the grade of F.

**Please return this form with all necessary signatures to  
the Office of Academic Affairs (W-121) or [academicaffairs@mtso.edu](mailto:academicaffairs@mtso.edu).**