Boston University School of Theology Request for Extension of Coursework and Incomplete Grade

IMPORTANT - PLEASE READ CAREFULLY

- No incomplete grades shall be reported unless the instructor and the student have conferred, the student has presented a compelling reason related to a serious situation beyond the student’s control why a course cannot be completed on schedule, and the instructor has assigned a date by which time all course requirements must be completed. Ordinarily, this extension should be no more than four (4) weeks. A student may seek an additional extension, but instructors are never obligated to grant any extensions, including the first one.
- No credit for incomplete courses will be granted unless the work is completed by the date assigned. Students may not carry an incomplete into the next semester. In rare instances because of medical emergencies, the Associate Dean for Academic Affairs may approve an extension, but never beyond one calendar year of the end of the semester for which the incomplete grade is reported, including any leaves of absence.
- Normally, the expected grade for failure to complete all work is an “F.” The instructor may assign a higher letter grade in consideration of work already completed during the semester, but is under no obligation to do so since the course remains “unfinished” and, in that sense, failed.

AGREEMENT

Student’s Name ___________________________ BU ID# __________________________ Degree Program: ____________

Instructor’s Name_________________ Course Number ___________ Course Title __________________

Semester: ☐Fall ☐Spring ☐Summer I ☐Summer II  Academic Year: _______

Assignments yet to be completed

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

Instructor’s authorization: ALL 4 ITEMS MUST BE COMPLETED

1. ☐ I hereby grant an extension for completion of the coursework in the above course because of an emergency situation beyond the student’s control that has rendered him or her incapable of completing the course by the end of the semester.

2. All work must be completed by:
   - January 20, 201____ (for a Fall course)
   - June 1, 201____ (for a Spring course)
   - July 30, 201____ (for a Summer I course)
   - September 10, 201____ (for a Summer II course)
   - Other, please indicate: __________________________

3. If all incomplete work is not submitted to me by the above date, I hereby authorize the Registrar to assign the following grade for this student: _____ (normally an “F”) without consultation.

4. Instructor’s signature____________________________________ Date____________________

Student’s agreement: By my signature, I attest to a serious situation beyond my control that impairs my ability to complete the coursework required for this course in the time required by this professor. I acknowledge that I must complete this coursework, submit it to the Professor, and notify the STH Registrar of that completion by the above due date. I agree that failure to complete this course by this date (or to negotiate a new extension by this date) will result in the awarding of the above grade without consultation and may jeopardize my eligibility to register and receive financial aid in the upcoming semester.

Please attach to this agreement a statement of the serious situation beyond your control that is the basis for this request.

Student’s signature __________________________________________ Date____________________

Advisor’s signature ______________________________________ Date____________________

Associate Dean of Academic Affairs’ signature ______________________ Date____________________