

Quarter	Year
---------	------

Student ID Number	Last Name	First Name	Middle Name	Campus
-------------------	-----------	------------	-------------	--------

Due to extenuating circumstances, I hereby request an extension of one quarter to complete work for the following course:

CRN (5-Digit Number)	Catalog Number	Course Title
Professor		Your E-Mail Address <input type="checkbox"/> Home <input type="checkbox"/> Work

Incompletes are granted on the basis of extenuating circumstances, which are defined as major, unplanned, unanticipated, unavoidable disruptions which make it impossible to complete a course within the quarter.

Examples of such circumstances include:

- Personal illness of more than brief duration
- Death in the family
- Unplanned increase in job responsibilities
- Illness in the family that required the student's attention
- Personal or family crisis of a traumatic nature
- Economic hardship that required unexpected additional employment

Examples of reasons which are NOT considered acceptable:

- Class load (at Fuller and/or elsewhere) too heavy or difficult
- Preparation for denominational exams or comprehensive exams of any kind
- Logistical problems - typist, computer problems, etc.
- Incompletes or extensions from previous quarters
- General church or job responsibilities or opportunities
- More time needed to do a good job or redo work to improve a grade
- General overload of classes (including internships) and work (turned out to be too much)
- English language difficulties
- Class designed to take beyond end of quarter to complete or based on outside situation
- Difficult class or assignments
- Other plans do not allow time to complete

Incompletes are not appropriate if you have missed very much of the class. Contact your advisor about your options.

Please explain the reason(s) for requesting an exception to normal course deadlines:

If this request is granted, I understand that the incomplete work for this course is due to the professor no later than 5 p.m. Friday of the last week of the subsequent quarter (including Summer). I further understand that completing this work must have priority over any new coursework, and that further extensions must be requested by petition prior to the expiration of this Incomplete, and are rarely granted except in the most exceptional circumstances.

Student signature _____ Date _____

On the basis of the above reason(s), which are consistent with the policy adopted by the Joint Faculty, I am willing to accept late work for this student and turn in a grade change no later than the due date for grades at the end of the next quarter.

Faculty signature _____ Date _____

Comments: