

PETITION FOR INCOMPLETE EXTENSION (GRADE SYMBOL = EX)

LUTHERAN SCHOOL OF THEOLOGY AT CHICAGO

ID: _____ LAST NAME _____ FIRST NAME _____

ACADEMIC PROGRAM _____ SEMESTER/TERM _____

ADVISOR _____

1. COURSE # _____ TITLE _____

INSTRUCTOR _____

2. COURSE # _____ TITLE _____

INSTRUCTOR _____

REASON FOR REQUEST _____

DATE WORK TO BE COMPLETED: COURSE #1 _____

DATE WORK TO BE COMPLETED: COURSE #2 _____

INCOMPLETE POLICY:

- AN (EX)TENSION, WHILE HELD, IS EQUIVALENT TO AN INCOMPLETE, BUT DOES NOT COMPUTE IN THE GPA. NOTE: AN "I" (INCOMPLETE), WHILE HELD, IS EQUIVALENT TO AN "F" AND DOES COMPUTE IN THE GPA.
- ONE (1) INCOMPLETE IN A GIVEN TERM CAN BE CARRIED UNTIL **JULY 15 (IF FALL COURSE) OR NOVEMBER 15 (IF SPRING COURSE)** WITHOUT FILING THE PETITION FOR EXTENSION. HOWEVER, ONE (1) INCOMPLETE CAN HAVE THE POTENTIAL TO LOWER THE GPA TO STATUS OF ACADEMIC PROBATION—(BELOW 2.0 FOR MA, MDIV STUDENTS, OR BELOW 3.0 FOR THM, PHD, DMIN STUDENTS), IN WHICH CASE IT WOULD BE TO THE ADVANTAGE OF THE STUDENT TO FILE FOR AN (EX)TENSION TO BE TEMPORARILY REMOVED FROM ACADEMIC PROBATION.
- A STUDENT MAY NOT CARRY MORE THAN ONE INCOMPLETE IN A GIVEN TERM. A STUDENT WITH 2 OR MORE INCOMPLETES IN A GIVEN TERM MUST FILE THE PETITION TO REQUEST AN EXTENSION FOR ONE OR BOTH INCOMPLETES AND ESPECIALLY IF THE INCOMPLETES LOWER THE GPA BELOW THE MINIMUM. **DEADLINES TO REMOVE INCOMPLETES/EXTENSIONS ARE THE SAME—JULY 15TH IF INCURRED IN FALL SEMESTER AND NOVEMBER 15TH IF INCURRED IN SPRING.**

LSTC SAP POLICY (SATISFACTORY ACADEMIC PROGRESS):

MAINTAINING SAP IS NECESSARY BOTH FOR CONTINUANCE IN A DEGREE PROGRAM AND FOR ELIGIBILITY TO RECEIVE FINANCIAL AID IN THE FORM OF SCHOLARSHIPS, GRANTS AND STUDENT LOANS. SAP IS EVALUATED BY BOTH QUALITATIVE (GPA) AND QUANTITATIVE (TIME TOWARDS DEGREE COMPLETION) MEASURES AND IS MEASURED AT THE END OF EACH TERM. (SEE ALL STUDENTS HANDBOOK PAGES 13-16 FOR MORE INFORMATION).

SEE REVERSE SIDE

SIGNATURES NEEDED

Obtain the signatures in the order that they appear below.

ACADEMIC ADVISOR (*To ADVISORS:* YOUR SIGNATURE AND YES SIGNIFIES THAT YOU HAVE REVIEWED THE POLICY ON INCOMPLETES WITH STUDENT AND THE PETITION IS IN ACCORDANCE WITH IT.)

COURSE INSTRUCTOR[S] (*To COURSE INSTRUCTOR[S]:* YOUR SIGNATURE SIGNIFIES THAT YOU HAVE AGREED THAT THE EXTENSION IS ACCEPTABLE TO YOU AND THAT YOU ARE WILLING TO TURN IN A GRADE FOR WORK SUBMITTED BY THE DEADLINE STATED ABOVE WITHIN 3 WEEKS AFTER RECEIVING THE WORK— BUT NOT LATER THAN **JULY 15TH** (FALL COURSE) OR **NOVEMBER 15TH** (SPRING COURSE) .

STUDENT: I UNDERSTAND THE POLICY ON INCOMPLETES AT THE LUTHERAN SCHOOL OF THEOLOGY AT CHICAGO. IF AN INSTRUCTOR ALLOWS AN EXTENSION OF TIME FOR THE COMPLETION OF WORK, I MUST COMPLETE THE WORK BY THE TIME NEGOTIATED (WHICH IS AT THE DISCRETION OF THE INSTRUCTOR EXCEPT THAT THE MAXIMUM DEADLINE IS EITHER JULY 15TH OR NOVEMBER 15TH). I UNDERSTAND THAT THE DEADLINE SET BY THE INSTRUCTOR IS BINDING AND THAT THE INSTRUCTOR IS NOT OBLIGATED TO READ OR EVALUATE WORK SUBMITTED AFTER THE AGREED-UPON EXTENSION. **AFTER THE DEADLINE, AN INCOMPLETE/EXTENSION WILL BE RECORDED AS NC (NO CREDIT) AND REMAINS A PERMANENT PART OF A STUDENT’S ACADEMIC TRANSCRIPT.**

[LSTC STUDENTS ONLY]: I ALSO UNDERSTAND THE RESTRICTIONS ON INCOMPLETES THAT APPLY TO CPE, INTERNSHIP, AND THE SENIOR YEAR.

STUDENT SIGNATURE: _____ DATE: _____

ADVISOR	YES	NO	COMMENT
_____	___	___	_____

COURSE INSTRUCTOR(S)	YES	NO	COMMENT
1. _____	___	___	_____
2. _____	___	___	_____

PROGRAM DIRECTOR	YES	NO	COMMENT
_____	___	___	_____

DEAN/VPAA	YES	NO	COMMENT
_____	___	___	_____

Copies to: _____ by _____ on _____