BANGOR THEOLOGICAL SEMINARY
INCOMPLETE CONTRACT

(Please complete this form with the instructor.)

Student’s Name________________________________________ Phone____________________

Address______________________________________________________________________

Fax_______________________________ E-Mail_______________________________________

Course Number________________ Course Title____________________________________

Instructor________________________________________

Work to be completed__________________________________________________________

_____________________________________________

Requested Due Date____________________________

Reason______________________________________________

______________________________________________

______________________________________________

______________________________________________

Student’s Signature________________________ Date__________________________

Instructor’s Recommendation/Comment regarding work to be completed____________________________

______________________________________________

______________________________________________

______________________________________________

Grade to be conferred if no further work is turned in _________________

Instructor’s Signature________________________ Date__________________________

Academic Dean’s Recommendations/Comments________________________________________

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______________________________________________

Academic Dean's Signature____________________ Date__________________________

Rev. 09/07
Incomplete Policy for M.Div., M.A., Bangor Plan, and Special Students

Course work is due as indicated on the syllabi of individual instructors. The last day an instructor may choose to accept that semester’s course requirements is the final day of the semester. Students who have not completed a course’s requirements by the time that work is due have one of two options. The first is to petition for an Incomplete Contract; the second is to petition to withdraw from the course.

To initiate one or the other of these options, students must obtain either an Incomplete Contract or an Academic Petition from the Registrar and submit it to the instructor for approval. In addition, the Academic Dean must also approve the form(s). In either case, the student must complete the contract or petition no later than the day the course work is originally due.

Incomplete Contract: Incomplete grades granted will be indicated by the instructor on the grade report as an “I” and recorded as such on the student’s transcript. Due dates are as follows:

- **Fall Semester course work** is due no later than April 15th of the following semester.
- **Spring Semester course work** is due no later than August 29th of the following semester.
- **Summer Semester course work** is due no later than December 18th of the following semester

Students shall submit completed assignments to the Registrar who will stamp the receipt date on the documents and forward them to the appropriate instructor. The instructor will evaluate the work, compute the course grade, and submit that grade to the Registrar. All course work not submitted by the required due date will automatically receive the grade of “F.” He/she will then submit that grade to the Registrar who will record the final grade on the student’s transcript.

If the request for an Incomplete is deemed not due to an emergency (such as a death in the family, serious illness of the student, or severe personal circumstances), the Dean may recommend a grade penalty on any work subsequently submitted within the time permitted by this policy.

Withdrawal: Withdrawal from a course will be permitted in those cases determined to be caused by extreme personal or academic hardship. In such cases, students will not be eligible for any refund of tuition, but neither shall they face any academic penalty. The student’s final standing in the course will be permanently recorded as a “W” on his/her transcript.

- By vote of Faculty on 12/2001.