



CHRIST  
THE KING  
SEMINARY

## “INCOMPLETE” GRADE APPROVAL FORM

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Name: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Course No. and Title: \_\_\_\_\_

Reason for Incomplete: \_\_\_\_\_

\_\_\_\_\_

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Course Requirement(s) Unfulfilled: \_\_\_\_\_

\_\_\_\_\_

*I understand that failure to submit required work noted above, by exactly eight weeks from the date of the last exam for the current semester will result in the grade of “F” for the course listed above.*

Date incomplete becomes “F”: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Dean Signature

\_\_\_\_\_  
Date

(Upon approval from the Dean copies to Student, Faculty, Student file, & pending incomplete grade forms)

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### **“INCOMPLETE” GRADE CHANGE**

Policy: Upon Completion of requirements, the instructor submits in writing to the Academic Dean the grade change.

Grade changed to: \_\_\_\_\_

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Dean

\_\_\_\_\_  
Date