



CAPITAL BIBLE SEMINARY

CBS INCOMPLETE GRADE CONTRACT

Student's Name _____ CBS Box _____
Please Print Clearly

Student ID# _____ Day Phone _____

Current Address _____

City _____ State _____ Zip Code _____

An incomplete grade may be issued by a faculty member in the following circumstances when course requirements have not been met by the end of a semester. It may be given to a student whose work in a course has been qualitatively satisfactory but who has yet to complete some portion of the course because of: (1) illness or other circumstances beyond the student's control, or (2) an internship that extends beyond the normal closing date of the semester. An Incomplete Grade Contract must be completed by the faculty member and signed by the student and approved by the Assoc. Academic Dean. Depending upon the circumstances, thirty to ninety days may be allowed for completion of normal course requirements. Internships may total one year (if not completed in one year, the student will have to register and pay for the internship again). Upon completion of the course, the faculty member will submit a change of grade form.

Course No. and Title _____

Reason for Requesting an Incomplete Grade _____

Date of Application _____ Date Incomplete Work is to be Finished _____

Failure to complete work by the above date results in an "F" grade.

Signature of Student _____

Professor's Signature _____

Asst. Academic Dean _____