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**DMin Incomplete/Extension Petition**

All coursework is expected to be completed by the due dates recorded on the syllabus. If there are circumstances which you believe warrant an extension, please petition your instructor for approval before the due date of the final paper. This petition must be approved by the instructor and associate dean. If granted, the registrar will enter a grade of Incomplete (I), and the student must complete the work for the course by the date designated on the petition. If the work is not turned in by the agreed upon date, the transcript will record a Permanent Incomplete (PI). A student with two or more incompletes (I) may be placed on academic probation.

**Student Name:**

**Date of Petition:**

**Course Number and Title:**

**January [ ] May/June [ ] October [ ]**

**Year of course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Original Due Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mutually Agreed upon Due Date for Coursework Extension:**

**Student’s Signature:**

(Signature)

**Instructor’s Approval:**

(Signature)

**Associate Dean Approval:**

(Signature)