

INCOMPLETE GRADES

A student who is unable to complete all course requirements due to extenuating circumstances beyond the student's control (such as serious illness or critical emergencies), may request an incomplete grade (I or IN) from the instructor. To be considered for an incomplete grade, students must have completed (#) two thirds of the work at a passing grade. An incomplete will not be considered for a student who is simply behind in their assignments.

This incomplete must be negotiated with the instructor and have a set deadline when the remaining work is to be submitted. That deadline must not exceed 90 days; an earlier deadline is at the discretion of the instructor and must be included on the petition.

The remaining work must primarily be done through the independent effort on the part of the student. If the incomplete grade is not removed by the set deadline, it will be changed to the default grade listed.

Special Cases

Military Service Incomplete - See Military Policy (<https://catalog.bethel.edu/academic-information/academic-policies/military-service/>) for details

Incompletes in practica, doctoral dissertation work, doctoral projects, internships, master's theses, and master's capstone projects may require extended deadlines.

Seminary

Seminary students in Directed Studies, Clinical Pastoral Education, and Marriage and Family Studies-Supervised Clinical Experience may be allowed up to two semesters for the completion of the course.

The grade of Incomplete may be awarded for Professional Internships to allow up to one year maximum extension.