

KENTUCKY MOUNTAIN BIBLE COLLEGE
REGISTRAR'S OFFICE
855 HWY 541, JACKSON, KY 41339
606-693-5000 EXT 140
KMBC.EDU



REQUIREMENTS TO COMPLETE INCOMPLETE COURSE (TO REMOVE "I" GRADES)

Students who have been given permission to receive an Incomplete ("I") grade must fill out this form to document the outstanding work for the registrar. Submission of this form is due on the last class day of the semester as published in the catalog.

Student's Name: _____

Date: _____

Professor's Name: _____

Date: _____

Course: _____

(Include Catalog Number and Title)

COURSEWORK TO BE COMPLETED BY STUDENT:

The professor is to provide a detailed list of requirements with due dates.

FINAL DATE TO COMPLETE OUTSTANDING COURSE WORK: _____

COURSE COMPLETION DATE: _____

(Continued on back)

Kentucky Mountain Bible College is a Bible-centered undergraduate higher educational institution in a residential setting whose mission is to equip men and women to serve with
A passion to know God,
A passion to prepare for His ministry
A passion to live and teach the message of Biblical holiness,
And a passion to evangelize the world for Christ.

By signing this form, the student acknowledges that it is his/her responsibility to complete the assigned work listed above in an orderly and timely manner so that the incomplete grade can be removed. The student also understands that if he/she does not complete the outstanding work by the established deadline, his/her grade will automatically be changed to an "F."

By signing this form, the professor acknowledges his/her responsibility to evaluate the outstanding work submitted and submit a change of grade form no later than the date published in the catalog for removal of "I" grades.

Required Signatures:

Student: _____

Professor Teaching the Course: _____

Registrar: _____