

**This form must be turned in with Course Test &/or Papers**

Student Name – LAST, FIRST	Course Title

Test Grade %	Test Grade Letter	Paper Grade %	Paper Grade Letter	Final Grade %	Final Grade Letter

- I have read all of the required reading
- I have attended all classes or listened to recording of any missed lectures.
- I have turned in all required course research papers.

Ministry Practicum requirements fulfilled:  Yes  No

Audit, Undergraduate minimum of 2 hours per week for 36 weeks (9 months)

Master’s Program minimum of 2 hours per week for 44 weeks (11 months)

Service/task provided:

Church/Ministry Name

Supervisor / Contact number

What did you benefit/learn from this experience? Please describe 1-2 sentences:

My signature on this form verifies that I have completed the above requirements or in the event that the requirements are not completed I acknowledge my grade will be recorded as ‘I’ = Incomplete.

If an incomplete grade has been posted, I understand that I have two additional weeks to complete the entire course requirements and that I must pay \$10 *Change Grade Fee* for a grade change.

In the event that I do not make corrections to my grade within three weeks, the grade will be changed from Incomplete to “F” = Failure. To overwrite this grade, I will need to pay tuition and take the course again.

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Student Signature Date