

Martin School of Public Policy and Administration

Incomplete Course Form

This form must be completed and its terms approved by both the course instructor and student before the instructor submits the grade roster for all courses except Internships and Independent Studies. For these courses the original contract will serve to define the requirements of the class. **If the incomplete is not made up within one year, the student's grade will lapse to an E.** This is University policy. It is also University policy that the decision to allow an incomplete is entirely within the instructor's discretion.

Submit the completed form to the Student Affairs Office (413 POT, 0027)

Student Information

Name: _____

ID#: _____

Course Information

Title: _____

Semester/Year: _____ Course #: _____

Instructor (printed) : _____

Reason for Extension of Grading Period: _____

Work Remaining to Be Done: _____

Due Date For Completion: _____

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____

One Copy Each: Student, Instructor, Martin School Student Affairs Office, 413 Patterson Office Tower.