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.