



Hartford
SEMINARY

Exploring Differences, Deepening Faith

Incomplete Grade Request Form

A student may request an Incomplete by filling out this form. This form must be signed by the course instructor. The completed form must be submitted to the Registrar's Office by the grade submission date as follows: Fall Semester-February 1, January Intersession and Winter/Spring Semester-June 21 and Summer Session-September 1.

Student's Name _____

Course Number and Name _____

Semester and Year Course Taken _____

A hard copy of all outstanding coursework will be completed and submitted to the Registrar's Office by: _____ (This date cannot be more than **three months** after the last day of the term.)
(Specify Date)

If the coursework is not submitted by the specified date, a grade of _____ will be posted to the transcript.
(Instructor Fills In Earned Grade)

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Please note:

Students with two or more Incompletes will not be allowed to register for the next semester.