

The Seattle School

OF THEOLOGY & PSYCHOLOGY

Incomplete Contract - Please complete and submit this form to the Academic Office with ALL signatures.

Incomplete Policy from the Academic Catalog (please see the official catalog on the website for full policy): In the case of serious illness, family emergency or other extenuating circumstances, the instructor may grant an extension of any portion of but not more than six weeks from the end of the term to complete course assignments.

Student Name _____ Date: _____

Course Name/Number: _____ Term: _____

Reason for Requesting Incomplete:

Please list below the names and *proposed* due dates of all outstanding items in this course:

First two columns to be completed by the student:		To be completed by the instructor:
Assignment #1:	Proposed new due date:	Grade reduction?
Assignment #2	Proposed new due date:	Grade reduction?
Assignment #3:	Proposed new due date:	Grade reduction?
Assignment #4:	Proposed new due date:	Grade reduction?
Assignment #5:	Proposed new due date:	Grade reduction?

Signature of Student: _____ Date: _____

Grade letter to be recorded if incomplete contract is not met: (to be completed by instructor) _____

Signature of Professor of Record: _____ Date: _____