



Exploring Differences, Deepening Faith

**GRADUATE PROGRAM
INCOMPLETE COURSE FORM**

This section must be completed by the student and faculty member *and submitted to the Registrar's Office by the faculty member with the grade sheet for the course.*

Student's Name: _____

Course Number and Name: _____

Semester and Year Course Taken: _____

Assignments Yet to Be Completed	New Date Due to Faculty

All outstanding coursework will be completed and submitted to the faculty member by: _____.
(This date cannot be more than six months after the last day of the semester.) (Specify Date)

Courses not completed according to policies stated in the current Hartford Seminary Catalogue will be converted to failures, or to the grade the instructor submits based on work that was completed.

Student Signature _____ Date _____

Faculty Signature _____ Date _____

The faculty member should make a copy of this form to use as a grade sheet when the coursework is completed.

Grade: _____

Faculty Signature _____ Date _____