**Registration and Records**

**Incomplete Contract**



Please note: Incomplete courses may impact your percentage of credits earned for [**Federal Satisfactory Academic Progress**](http://www.etown.edu/offices/financial-aid/files/Academic-Progress-Standards.pdf) and may change your federal student loan eligibility for the following semester.  Please contact your Financial Aid Advisor to discuss your incomplete course and the possible impact on your financial aid.

**Section A: To be completed by the student**

**Today’s Date:** Click here to enter text.

**Student Name:**  Click here to enter text.  **Student ID Number:** Click here to enter text.

**Semester (Fall, Winter, Spring, Summer):** Click here to enter text.

**Course Number:** Click here to enter text.

**Course Title:**  Click here to enter text.

**Student’s statement for consideration**

As a student in this course, I wish to receive an “I” grade because:

Click here to enter text.

**Section B: To be completed by the Instructor**

**Instructor’s analysis of incomplete grade** *(Must be completed by the course instructor.)*

The following work must be finished to constitute completion of the course:

All work requirements must be submitted to the instructor by this date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Final Grades MUST be submitted to Registration and Records by the following dates:**

* For incompletes earned in the **Fall** semester or **Winter** Term, **April 1**
* For incompletes earned in the **Spring** semester or **Summer** Sessions, **October 1**

**Section C: Signatures**

Student Signature Instructor’s Signature