

Policy for Incompletes

1. This form must be filled out for each incomplete.
2. Incompletes are to be made up within the first two weeks of the following quarter. If an incomplete is received the fourth quarter a two week extension into the summer is allowed. If the incomplete is not made up in the allotted time it turns to an F.
3. If a student has been ill for a period of time or there are other circumstances that demand special attention a special contract will be drawn by the teacher and the student.

Student Name:

Course:

Quarter:

Timetable and method of making up of each incomplete.

Teacher's Signature: _____ Date: _____

Student's Signature: _____ Date: _____