

Trinity Episcopal School for Ministry

Doctor of Ministry

INCOMPLETE GRADE FORM

Student Name _____ SS # _____

Course Taking “Incomplete” for:

Course # _____ Course Title _____

Month and year the course was taught _____

Faculty Name _____

Original Course Work Due Date _____

Extended Course Work Due Date _____ (*add 30 days*)

Student’s Signature _____ Date _____

Dean’s Signature _____ Date _____

*** Complete this form and return it immediately to:

Laurie Thompson, Dean
Trinity Episcopal School for Ministry
311 Eleventh St.
Ambridge, PA 15003

*** Be sure to include the fee of \$100.00 per course payable to TESM. The Incomplete Grade Form is not valid unless accompanied by the fee.

*** Take special note that this Incomplete Grade Form grants a 30 day extension for submitting post-seminar course work. It is a unique opportunity. No other extensions will be granted.

*** The work, when submitted, must be post-marked no later than the “Extended Course Work Due Date” indicated above.

cc. to: ___ Faculty ___ Dean ___ Registrar ___ Std’t’s File ___ Accounting ___ Ex Dir’s Incomp File