

**Allen College
Incomplete Grade Contract**

Student Name _____

Date _____ Course Number _____

Course Name _____

Instructor _____

Reason for requesting an incomplete (may attach a separate sheet):

Deadline for completion: _____

If the course for which an “I” grade is assigned is a prerequisite to another course, the student may not attend that course until the “Incomplete” course has been completed; thus the student’s progression may be delayed. Any student wishing to enroll in a course for which the “Incomplete” course is a prerequisite prior to completion of the “Incomplete” course must request permission from the course instructors to enroll in that course.

Course requirements to complete: _____

Next Semester Courses:

Course(s): _____ Instructor Signature(s)

Date and requirements to complete course work (as decided by the instructor*, may not extend past seventh week next semester.) _____

Student Signature

Instructor Signature

Dean

*The instructor may use his/her discretion in determining the completion date of coursework. The seventh week into the next semester is to be used only as a maximum amount of time allowed. The time allowed may be from one day to the end of the seventh week into the next semester.

If the course for which an I grade is assigned is a prerequisite that may affect academic program progression, the student must obtain permission and signatures from the faculty of the future courses.

Instructor: This form must be attached to your final grade report in order to issue an incomplete grade. A failing grade will appear if the form, with all signatures, is not attached.