

**Allen College
In Progress Grade Contract**

Student Name _____

Date _____ Course Number _____

Course Name _____

Instructor _____

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

- ___ I am enrolled in research course in which course-related activities extend beyond the semester of enrollment
- ___ I am enrolled in an independent study course in which activities span more than one semester
- ___ I am enrolled in a course in which there are instructor-assigned activities that extend beyond the semester of enrollment

Deadline to complete course work:

Course requirements remaining to complete:

Date and requirements to complete course work (as decided by the instructor*). If the course for which an IP grade is assigned is a prerequisite that may affect academic program progression, the student must complete the course having the IP grade no later than the end of the subsequent semester of enrollment.

Student Signature

Instructor Signature

Dean

The IP grade remains in effect until the required coursework is completed. Upon course completion, the IP grade is changed to a final grade. The grade will be automatically changed by the Registrar to No Credit or to a failing grade when:

- A. The statute of limitations for the program is reached or**
- B. The student withdraws from Allen College or is dismissed because of academic performance or other reasons.**

If the course for which an IP grade is assigned is a prerequisite that may affect academic program progression, the student must complete the course having the IP grade no later than the end of the subsequent semester of enrollment.

Instructor: This form must be attached to your final grade report in order to issue an in progress (IP) grade. A "No Grade" (NG) grade will appear if the form, with all signatures, is not attached.