

**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. An “NG” (no grade) grade will appear if the form, with all signatures, is not attached.