



MONTREAT  
COLLEGE  
**Contract for Incomplete**

A grade of incomplete or “I” may be assigned only if the student has made proper arrangements with the instructor before the end of the semester. The incomplete is to be given only when there are circumstances beyond the control of the student, such as a death in the family or serious illness which prevents the student from completing the course requirements.

The instructor must file a **student-initiated** “Contract for Incomplete” prior to the submission of final grades. The student and the instructor must each sign the contract. Once the grade of “I” has been assigned, **there is a maximum time limit of 6 weeks after the end of the course** for completion of all outstanding requirements. If all the course requirements are not completed within the assigned time limit, the incomplete grade will be converted to the grade that was earned without the completion of the outstanding work.

Student Name: \_\_\_\_\_ ID No: \_\_\_\_\_

Course Number/Section/Name: \_\_\_\_\_ Semester \_\_\_\_\_

Reason for requesting an incomplete (note that extenuating circumstances must be present for approval):

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Assignments, projects, exams (etc.) remaining to complete the course:

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The remaining work will be completed through (specify any agreed-upon instruction or support from the course instructor):

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Student Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Instructor please complete: Grade to be assigned if no outstanding work is completed by the time limit  
(*maximum of 6 weeks after the last day of semester*): \_\_\_\_\_

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Entered \_\_\_\_\_ Date \_\_\_\_\_