



## Contract of Incomplete Grade Form

- Student and instructor use this form to state the terms for completing incomplete class work in order to receive a final grade for the class. Please use one form per course.
- Please print or type. If you have questions, please call EAC's Records and Registration Office at (520) 428-8270, or (800) 678-3808, Ext. 8270.
- Return this form to the Records and Registration Office for processing.

Today's Date:		
Name: <i>(First                      Middle                      Last)</i>		EAC ID#:
Course Section Number:	Department & Number:	Course Title:
<input type="checkbox"/> Fall Semester _____ <input type="checkbox"/> Spring Semester _____ <input type="checkbox"/> Summer Semester _____		
<p>I agree to accept an Incomplete ("I") grade in the above course. I am deficient in the following assignment(s) and/or test(s):</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>		
<p>I agree to complete the above requirements prior to the end of the next regular semester. I understand that should these requirements not be completed by that time, the Incomplete ("I") grade will be changed to a grade of "F."</p>		
_____		_____
<i>Student's Signature</i>		<i>Date</i>

<b>Instructions to the Instructor:</b>	
<p>EAC's Records and Registration Office staff have been directed not to accept final grade rolls with an "I" recorded without a completed <i>Contract of Incomplete Grade</i>, with appropriate original signatures. To supplement the <i>Contract of Incomplete Grade</i> the following items should also be on file with either your Division Chair or Supervisor for each incomplete grade given:</p> <ul style="list-style-type: none"> <li>• A copy of each exam (with answer sheet/grading key) to be completed, if part of the Incomplete deficiency, <i>and</i></li> <li>• An indication of the maximum point value of each Incomplete assignment, if part of the Incomplete deficiency, <i>and</i></li> <li>• An explanation of grading scale, showing how the final grade is determined (Example: A=450 points, B=400-449 points, etc.).</li> </ul>	
_____	_____
<i>Instructor's Signature</i>	<i>Date</i>
_____	_____
<i>Division Chair's Signature</i>	<i>Date</i>
<p><b>Distribution:</b>          Records &amp; Registration Office—White Original          Instructor—Yellow Copy          Division Chair—Pink Copy          Student—Goldenrod Copy</p>	