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.

<table>
<thead>
<tr>
<th>Today's Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Course Section Number:</td>
</tr>
</tbody>
</table>

- If Fall Semester ______   ☐
- If Spring Semester ______ ☐
- If Summer Semester ______ ☐

I agree to accept an Incomplete (“I”) grade in the above course. I am deficient in the following assignment(s) and/or test(s):

1. ________________________________________________________________________________________________________
2. ________________________________________________________________________________________________________
3. ________________________________________________________________________________________________________
4. ________________________________________________________________________________________________________

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.”

_____________________________  __________________________
Student’s Signature            Date

Instructions to the Instructor:

EAC’s Records and Registration Office staff have been directed not to accept final grade rolls with an “I” recorded without a completed Contract of Incomplete Grade, with appropriate original signatures. To supplement the Contract of Incomplete Grade the following items should also be on file with either your Division Chair or Supervisor for each incomplete grade given:

- A copy of each exam (with answer sheet/grading key) to be completed, if part of the Incomplete deficiency, and
- An indication of the maximum point value of each Incomplete assignment, if part of the Incomplete deficiency, and
- An explanation of grading scale, showing how the final grade is determined (Example: A=450 points, B=400-449 points, etc.).

_____________________________  __________________________
Instructor’s Signature            Date

_____________________________  __________________________
Division Chair’s Signature            Date

Distribution:
Records & Registration Office—White Original
Instructor—Yellow Copy
Division Chair—Pink Copy
Student—Goldenrod Copy