



Southeast Arkansas College

INCOMPLETE GRADE CONTRACT

INSTRUCTOR: _____ STUDENT: _____

COURSE & SECTION: _____ STUDENT ID: _____

DATE: _____ SEMESTER: _____

1. According to college policy, a student has a maximum of one (1) month from the date of the Grade Contract to complete his/her course work if an "I" is recorded as a final grade. A grade of "I" identifies a student as still enrolled in a course where his/her instructor feels the student needs additional time, due to extenuating circumstances, to complete the course. An Incomplete Grade Contract Form must be completed and filed with the Registrar's Office prior to the end of the current semester (term). If at the end of the contracted time the work has not been completed, the grade will be changed to an "F". An "I" cannot be changed to a "W".
2. The instructor shown above, upon the student's request, has signed to give this student additional time to complete course requirements. The date by which all required work must be submitted to the instructor is _____. If the work is not completed by the date shown above, the grade will automatically be changed to an "F". The terms of the agreement are listed below.

I have read the terms of the contract and agree to the requirements set forth by my instructor.

Student's Signature

Date

I placed on file in the Office of the Dean of Instruction the criteria for the calculation of the final grade for this student.

Approving Instructor

Date

**RETURN THIS FORM TO THE REGISTRAR'S OFFICE
WITH THE FINAL GRADE ROSTER OR AS SOON AS
POSSIBLE AFTER ENTERING GRADES ON WEB ADVISOR**