



# Southeast Arkansas College Incomplete Grade Contract

**INSTRUCTOR:** \_\_\_\_\_ **STUDENT:** \_\_\_\_\_

**COURSE & SECTION:** \_\_\_\_\_ **STUDENT ID:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **SEMESTER:** \_\_\_\_\_

According to college policy a grade of "I" (incomplete) may be recorded when a student is unable to meet all course requirements for reasons beyond his/her control and meets the following conditions: (1) is passing the course, and (2) has less than 75% remaining of required work in the course. It also may be used for students who are covered under Title IX concerning students who are pregnant/parenting. A grade of "I" will not be computed in the grade point average for the semester recorded. If the work is not completed, the "I" will be changed to a grade of "F" for grade and GPA purposes at the end of the next regular semester (fall or spring). A modification may be made to the original contract by the instructor and student, if necessary, to grant additional time for completion. Modifications should be reported to the Dean, the VPAA and Registrar.

1. The student has until the end of the next regular semester (fall or spring) to complete the work.
2. The instructor shown above, upon the student's request, has agreed to give this student additional time to complete course requirements. The date by which all required work must be submitted to the instructor is \_\_\_\_\_ . (This date must fall within the next regular semester). The grade will automatically be changed to an "F," if the work is not completed by the date shown above, or a modification made to this contract and reported to the Dean, VPAA and Registrar. The terms of the agreement are listed below. The grade of "I" cannot be changed to a "W" after the last date to withdraw from courses has passed for the semester in which the "I" was awarded.
3. The instructor will complete a written contract outlining necessary steps to change the "I" to a letter grade. Both the instructor and the student will sign and receive a copy of the contract. The original contract will be placed in the student's file in the Registrar's office.
4. The student must inform the Financial Aid Office upon receiving an "I." It is possible that the incomplete grade could affect the student's financial aid for the following semester.

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approving Instructor

\_\_\_\_\_  
Date

**INSTRUCTOR: FORWARD THIS FORM TO THE REGISTRAR'S OFFICE, AND FORWARD A COPY TO THE VPAA, WITH THE FINAL GRADE ROSTER AS SOON AS POSSIBLE AFTER ENTERING GRADES ON WEB ADVISOR . A GRADE CHANGE FORM MUST BE COMPLETED AND SUBMITTED BY THE INSTRUCTOR TO THE REGISTRAR FOR THE FINAL GRADE.**