

Contract Regarding the Designation of the Grade as an Incomplete (I)

Template Contract for Receipt of a Grade of "Incomplete"

Student's Name: _____
Student's ID Number: _____
Course Number/Title: _____
Instructor's Name: _____
Semester/Year: _____
Date of Contract: _____

Both the Instructor and Student will sign below and initial any attachments to indicate that both understand the following agreement:

- **Instructor** agrees to provide **Student** with a grade of "Incomplete" in the above **Course number and Title** for the **Semester and Year** listed above.
- **Student** agrees to complete the assignments outlined below and understands that the **ABSOLUTE** due date for the completion of all assignments is _____; failure to meet this deadline constitutes the assignment of a grade of "F" for the course

Assignment Details to be completed by the student:

- 1.
- 2.
- 3.

Parameters Agreed to by Instructor and Student:

- **Instructor** will grade the product/ papers by _____.
- **Instructor** will assign a letter grade to **Student** for **Course Number and Title** based on the score (s) earned by _____ and will use the grading system outlined in this contract. Currently **Student** has earned _____ (number of points or letter grade) toward the final grade.
- **Instructor** will file a change-of-grade form with the UAMS registrar within ONE CALENDAR WEEK of the assignment of the letter grade.
- **Instructor** and **Student** will each receive a copy of this contract agreement.
- Contact information for questions, concerns, or information is provided below for both instructor and student.

Grading System:

Instructor's Signature and Date

Student's Signature and Date

Contact information:

Instructor: _____

Phone 1: _____

Phone 2: _____

Email: _____

Contact Information:

Student's Name: _____

Phone 1: _____

Phone 2: _____

Email: _____

Note: Initial and staple any additional attachments to this contract