

**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's Name)** agrees to provide **(Student's Name)** with a grade of "Incomplete" in **(Course number and title)** for the **(Semester and Year)**.
- **(Student's Name)** agrees to complete the assignments outlined below and understands that the **ABSOLUTE** due date for the completion of all assignments is **(Insert Date)**; 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's Name) will grade the product/ papers by (Insert Date).
- Instructor will assign a letter grade to (Student's Name) for (Course Number and Title) based on the score (s) earned by (Insert Date) and will use the grading system outlined in this contract. Currently (Student's Name) has earned (number of points or letter grade) toward the final grade.
- (Instructor's Name) will file a change-of-grade form with the UAMS registrar within ONE CALENDAR WEEK of the assignment of the letter grade.
- (Instructor's Name) and (Student's Name) 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's Name

**Contact Information:**

Student's Name

Phone 1: 501-526-1234

Phone 1: \_\_\_\_\_

Phone 2: 501-663-1234

Phone 2: \_\_\_\_\_

Email: instructor@uams.edu

Email: \_\_\_\_\_

Note: Initial and staple any additional attachments to this contract

**Make two copies of the original:**

a) Submit original copy to the Registrar; b) Instructor retains a copy; c) Student retains a copy.