



**ARKANSAS TECH UNIVERSITY
OFFICE OF STUDENT SERVICES**

INCOMPLETE GRADE CONTRACT

Student T Number	Date
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Name Enrolled Under (Last, First, Middle, Other)

At the end of any semester an instructor may assign a grade of **I** only under the following conditions:

1. A grade of incomplete is appropriate **ONLY** in situations where the student has an illness or other circumstances beyond the student's control, and has completed at least 75% of the course requirements, **provided work already completed is of passing quality**. If a grade of **I** is assigned, the student and instructor, together, will complete and sign this contract.
2. The signed contract must be attached to the final grade sheet if a grade of **I** is assigned, and is only valid if both parties have signed.
3. If the remaining course requirements are not completed by the end of the next regular semester (fall or spring), the grade will be automatically changed to a grade of **I** for grade and grade point purposes.

TO BE COMPLETED BY STUDENT:

Local Address: _____
 City: _____ State: _____ ZIP Code: _____
 Local Phone #: _____

TO BE COMPLETED BY INSTRUCTOR:

Incomplete Grade for: _____ Term: _____
Course Prefix Course # Section#

Justification for giving grade of **I**: _____

Student must accomplish the following to complete course requirements: _____

Requirements must be completed by (**cannot extend beyond next semester**): _____
Date

 Student's Signature

 Instructor's Signature