AMARILLO COLLEGE
CONTRACT FOR GRADE OF "I" (INCOMPLETE)

_____ Student's Last Name, First Names, MI	_____ Student ID or DOB#	_____ _____ Semester Year
_____ Course Title	_____ Course Number & Section	_____ Instructor

Student is contracting to receive Grade of "I" for the following reason (check):

☐ one test/final to make-up

☐ one theme/paper to turn in

☐ completion of a project/lab/clinical assignment

☐ other (fill in) _____

An "I" may not be given for:

- Poor attendance
- a majority of work/lab/ project/clinical to be completed
- Opportunity to repeat any portion of the course

Criteria for Course Completion:

_____

_____

Student cannot be required to enroll in or sit through the class the next time it is offered.

DISCLOSURE TO STUDENT: If the conditions for making up an INCOMPLETE are not met by Deadline Date (see below), the course grade will be changed to "F". After signing this contract, student may not drop the course and may not receive a grade of "W". Student is entirely responsible for completing the work that will move the "I".

_____ _____/_____/_____

Student's Signature Date

GUIDELINES FOR INSTRUCTOR: If satisfactory work is completed by the Deadline Date listed below, the instructor will initiate a Change of Grade Form in the Registrar's Office. If instructor is to be absent from the Amarillo College campus during time "contract" is to be completed, he/she should file appropriate evaluation tools with the department chairman or someone designated by the chairman.

_____/_____/_____ Date of this Contract	_____/_____/_____ Date for Completion (may not exceed 3 months)*
_____ Instructor's Signature	_____ Chairman's Approval* (Needed if date extends more than 3 months).

Please submit copy of completed form to the Registrar Office by the Grade Submission Deadline.