



College of Liberal Arts and Sciences

Incomplete Grade Contract

To be completed by student:

Student Name _____ UFID # _____
Student Phone # _____ Student Email _____
Instructor Name _____ Instructor Email _____
Term _____ Course Number _____ Class Number (5-digit) _____
Course Title _____

To be completed by instructor:

All of the following must be true for the student to be eligible to receive a grade of Incomplete.

- checkbox The student is still enrolled in the class (has not dropped it).
checkbox The student has completed a major portion of the course with a passing grade ("D-" or better).
checkbox The student is unable to complete course requirements because of documented circumstances beyond his or her control.
checkbox The student and instructor have discussed the situation prior to the final exam/final assignment due date (except under emergency conditions).
checkbox The instructor will submit a final grade for the student after the date due (indicated below) whether or not all work is completed.

List all work to be completed, plus any additional notes, comments, or conditions:

- If the above is to be done under the supervision of the current instructor, indicate after each item the date work is due, if feasible, and the date by which all work is to be completed.
• If work is to be evaluated by a different instructor, still include dates, in addition please indicate:
o New instructor under whom work will be completed: _____

Date by which ALL work is to be completed: _____

Final grade to be assigned if work not completed by above date(s): _____

A change of grade should be submitted shortly after the date by which all work is to be completed.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

- I* grades recorded on the student record indicate the non-punitive initial-term receipt of an I. A grade of I* is not considered a failing grade for the term in which it is received, and it is not computed in the grade point average.
• I* grades are not assigned to graduating students; they receive a failing grade of I.
• If the I* grade has not been changed after 150 days, it will convert to a punitive I grade and be counted as a failing grade in computation of a student's grade point average.
• If make-up work requires classroom or laboratory attendance in a subsequent term, students must not register for the course again. Instead, they should audit the course and pay course fees.
• These procedures cannot be used to repeat a course for a different grade. An I grade should not be assigned to a student who never attended class; instead, instructors should assign a failing grade.