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.

❑ The student is still enrolled in the class (has not dropped it).
❑ The student has completed a major portion of the course with a passing grade (“D-” or better).
❑ The student is unable to complete course requirements because of documented circumstances beyond his or her control.
❑ The student and instructor have discussed the situation prior to the final exam/final assignment due date (except under emergency conditions).
❑ 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:
  ◦ 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.