

INCOMPLETE GRADE CONTRACT

This form should be used by an instructor when arranging to give an incomplete or "I" grade to a student. After completion of the contract, a copy of the form should be submitted to the department to be monitored for expiration on a semester basis by the department grade coordinator.

To be completed by the student:

Name: _____ UF ID: _____ Credits: _____

Course (prefix, number & title): _____

Instructor: _____ Class #: _____ Term/Year: _____

Under no circumstances should the student re-register for the course the following semester. If the student is instructed to audit the course by the instructor, the student should follow the auditing process found here: registrar.ufl.edu/courses/audit.

To be completed by instructor:

All of the following must be true for the student to be eligible to receive a grade of "I":

1. The student has completed a minimum of 60% of the course with a passing grade (D or better);
2. The student is unable to complete course requirements due to documented circumstances beyond their control;
3. The student and instructor have discussed the situation prior to the final exam;
4. The instructor will submit a final grade for the student on the due date (below) whether or not all work is completed.

Current grade: _____ Due date for completion of all work: _____

Grade to be assigned if all work is not completed by due date: _____

NOTE: Per UF Catalog, incomplete grades not changed after 150 calendar days will be counted as a failing grade and used in computation of the student's GPA.

Instructor should attach a copy of the syllabus and/or a table indicating the students' status in the course, including missing assignments/exams and current grades on course projects/exams/quizzes/assignments already completed.

To be completed by student and instructor:

Student: I understand the terms of this contract and take responsibility for completing the required coursework to earn a grade in this course. Failure to complete the work by above deadline could result in a failing grade.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____