

**INCOMPLETE GRADE CONTRACT
COLLEGE OF HEALTH AND HUMAN PERFORMANCE**

This form should be used by every instructor when arranging to give an "I" grade to a student. After completion, a copy of the form should be submitted to the department office to be monitored for expiration on a semester basis by the staff member responsible for maintaining grade changes.

To be completed by student:

Name: _____ UF ID #: _____
Instructor: _____
Course # _____ Course Title: _____
Section #: _____ Term: _____ Credit Hrs: _____

Under no circumstances should the student re-register for the course the following semester. The student should go to the Registrar's office to complete the audit registration process if he/she is required to audit the course.

To be completed by instructor:

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

- *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.*
- *The instructor will submit a final grade for the student on the date due (indicated below) whether or not all work is completed.*

Due date for completion of all work: _____

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

List all work to be completed:

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 said deadline could result in a failing grade.

Student signature

Date

Instructor Signature

Date