

## USF System

### Graduate School Policy and Procedures Statement

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## INCOMPLETE GRADES

As of fall 2008 a new policy for Incomplete (“I”) Grades went into effect. This policy changes the way that incomplete grades are processed. Please familiarize yourself with this policy as listed in the 2008-09 Graduate Catalog- [http://www.grad.usf.edu/newsite/grad\\_council/Catalog/2008\\_09/I\\_Grades.pdf](http://www.grad.usf.edu/newsite/grad_council/Catalog/2008_09/I_Grades.pdf) :

### ***Incomplete (I)***

An I grade indicates incomplete coursework and may be awarded to graduate students at the discretion of the instructor, only when a small portion of the student’s work is incomplete and only when the student is otherwise earning a passing grade. The course instructor and student must draft and sign a contract that describes the work to be completed, the date it is due, and the grade earned including the zero for the incomplete portion. The instructor must file a copy of the contract in the department before the date grades are due (*Editorial note: the original is submitted to the Graduate School*). The instructor must not require students to either re-register for the course or audit the course in order to complete the I grade. Students may register to audit the course, with the instructor’s approval, but cannot re-take the course for credit until the I grade is cleared.

An I grade not cleared within the next two successive academic semesters (including summer semester) will revert to the grade noted on the contract. I grades are not computed in the GPA, but the grade noted on the contract will be computed in the GPA if the contract is not fulfilled by the specified date. When the final grade is assigned, if applicable, the student will be placed on academic probation or academically dismissed (refer to Automated Academic Probation Procedures for information). Students cannot be admitted to doctoral candidacy or certified for graduation with an I grade.

## WHAT’S DIFFERENT?

**Previous policy** allowed for a student with extenuating circumstances to request and receive an Incomplete (“I”) Grade. The student had up to two semesters to complete the missing assignments, as agreed upon by the instructor, with the instructor submitting a change of grade once the assignments were completed. If no change of grade was submitted prior to the end of the second semester the “I” grade converted to an “IF.” Although “I” grades were not calculated in the GPA, “IF” grades were, retroactive to the semester that the course was taken.

**The new policy** provides students the same opportunity. However, the grade the student would earn if all assignments were factored in, including zeros for missing work, is now attached to the “I” (e.g. “ID”). The student must complete the work by the deadline as agreed upon in the Contract. If a change of grade has not been submitted within two semesters of the “I” grade being issued, the grade defaults to the letter grade noted on the Contract (e.g. “ID” converts to a “D”). Again, the “I” grade is not factored in the GPA, but as soon as the final letter grade is noted – either by Change of Grade or by

system default - the assigned grade will be. A student's GPA will be recalculated retroactive to the semester that the course was taken. Remember, as per previous policy, that if the recalculated GPA causes the overall GPA to drop below the required 3.00, the student will be on academic probation effective that original term through the current term. Blackboard E-grades allows for instructors to input the "I+A/B/C/D/F" option into E-grades for Graduate Students.

### **WHAT THIS MEANS FOR STUDENTS**

If you anticipate that you will not be able to complete your course assignments prior to the end of the semester due to illness or other circumstances beyond your control you may request consideration for an Incomplete Grade from your instructor. "I" grades are granted at the discretion of the instructor, even if the student meets eligibility for an "I" grade. If you are failing a course you are not eligible to receive an "I" grade (in which case consider withdrawing from the course if you do not anticipate being able to successfully finish the work.) If granted your request for an "I" grade, you will need to complete the Incomplete Grade Contract with your instructor. The Contract is available on the Graduate School website at [www.grad.usf.edu](http://www.grad.usf.edu) and **should be turned into the Graduate School by the date grades are due.**

### **INSTRUCTORS:**

Please remember that "I" grades are not to be granted except in cases where a student is unable to complete their course work before the end of the semester due to illness or other circumstances beyond their control. Instructors have discretion for awarding an "I," even if the student meets eligibility. Please issue the appropriate "I" grade in E-grades and also complete the "I" grade contract available on the Graduate School website.

Questions regarding this process may be addressed to:  
Associate Dean Rick Pollenz ([rpollenz@grad.usf.edu](mailto:rpollenz@grad.usf.edu)), Joseph Butts ([tron@grad.usf.edu](mailto:tron@grad.usf.edu))  
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