



Graduate Incomplete Grade Contract Form

USF GRADUATE SCHOOL

4202 East Fowler Ave, CNP 448

Tampa, FL 55842/7: 38

TEL: (813) 974-2846; <http://www.grad.usf.edu/>

PURPOSE OF INCOMPLETE CONTRACT

An **Incomplete Grade ("I")** is exceptional and granted at the instructor's discretion only when students are unable to complete course requirements due to illness or other circumstances beyond their control.

Students may only be eligible for an "I" when:

- **Majority** of the student's work for a course has been completed before the end of the semester (for courses that have the "majority" of work turned in at the end of the course, the instructor may use discretion in determining satisfactory progress based on attendance, small projects, student communications, etc. to determine the eligibility for an I grade).
- The work that has been completed must be **qualitatively satisfactory**.
- The student has requested consideration for an "I" grade as soon as possible but no later than the last day of finals week.
- Applies to S/U courses (but not directed research type courses, which have a Z/U grading option for continuous registration).
- **THE ELIGIBILITY TO RECEIVE AN I-GRADE IS AT THE DISCRETION OF THE INSTRUCTOR OF RECORD.** Faculty are NOT obligated to provide an I-grade regardless of the amount of work that needs to be completed.

THE I/ GRADE CALCULATION

At the graduate level, students receiving the I-grade are to be assigned an I/___ grade. That is: I/A, I/B, I/C, I/D, I/F etc. The determination of the I/ grade is based on the calculation of the student's grade **INCLUDING A ZERO (0) FOR ALL MISSING ASSIGNMENTS AT THE TIME WHEN THE I CONTRACT IS SIGNED.**

For example, a student may have a current "A" average but is missing a final assignment that represents 10% of the final grade. When a zero (0) is counted for the missing assignment, the grade then drops to a B-. Thus, when the grade is **submitted through e-grades** it must be recorded as an **I/B-** and this should also be recorded on the I-grade contract form (please note that the default grade for a I in the e-grade menu is I/A+ and the correct grade must be selected from the drop-down menu). **THE GRADE SUBMITTED TO E-GRADES MUST MATCH THE GRADE ON THE I-GRADE CONTRACT.**

If the student completes the work by the stated deadline, the instructor must calculate the final grade and submit a **CHANGE OF GRADE FORM** directly to the Registrar. If the student **DOES** not complete the assignment, the I/B- will convert to a B- on the transcript and no further action is required.

PROCESSING PROCEDURE

- 1) Student initiates the I-Grade Contract form and completes PARTS 1, 2, and 3 by filling in the PDF.
- 2) In consultation with the instructor of record, PART 4 is completed.
- 3) The form with original signature (not a copy) is submitted to the Graduate School (BEH304) **by the last date that grades are due.**
- 4) The student has **one semester** or to the date specified by the instructor, to complete the work (note that the grade will automatically change to the specified grade on the contract following one semester; this includes summer for those students with an Spring I grade contract).
- 5) Instructor completes a grade change once work has been completed.



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******PROCESSING******
 Keep a copy of the signed form in the student's file.
SEND THE COMPLETED ORIGINAL TO THE GRADUATE SCHOOL (BEH 304) BY THE DATE THAT GRADES ARE DUE TO THE REGISTRAR.

Part 1: Student Information (completed by student)

Student's Full Name:		Univ. ID #	
Degree Sought:	<input type="checkbox"/> Master's	<input type="checkbox"/> Ed.S.	<input type="checkbox"/> Ph.D.
	<input type="checkbox"/> Ed.D		
College:	Degree Program:		
Student Email:			

Part 2: Course Information (completed by student)

Semester (ex: Spring 2011)			
Course Title:			
Course Information:	CRN # (from OASIS)		
Course Information:	Prefix (ex: BSC, PCB, etc.)	Number (ex: 6238, 7912)	
Course Information:	Section number (ex: 01, 02 etc.)	Credit hours	
College	Department teaching course:		

Part 3: Instructor Information (completed by student)

Instructors Full Name:			
Instructor email:			

Part 4: Incomplete Contract Information (completed by the instructor)

Grade the student will earn INCLUDING A ZERO (0) FOR ALL MISSING ASSIGNMENTS (this is the grade to submit through the e-grades portal in Blackboard). <i>If the student does not complete the work, this will be the grade reflected on the transcript following one semester.</i>	I/	
Deadline to complete the work. Set by the instructor. (mm/dd/yyyy)		
Work to be completed (submit attachment if needed)		

Part 5: Signatures
I agree to the terms as outlined above:

Student Signature _____ Date _____ Instructor Signature _____ Date _____

Department Signature (Chair or designee) _____ Date _____

******FINAL PROCESSING NOTE******
 Once the missing work is completed, **THE INSTRUCTOR MUST SUBMIT A CHANGE OF GRADE REQUEST TO THE REGISTRAR TO REFLECT THE COMPLETED WORK.** If no grade change is submitted the grade will default to the letter specified above.