



Graduate Incomplete Grade Contract

GRADUATE SCHOOL

4202 East Fowler Ave, BEH 304
Tampa, FL 33620
TEL: (813) 974-2846
<http://www.grad.usf.edu>

Incomplete Grade Request

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
- 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)

Keep a copy of this completed form in the Student's File in the Department
SEND THE COMPLETED ORIGINAL TO THE GRADUATE SCHOOL (BEH 304) BY DATE GRADES ARE DUE

STUDENT INFORMATION - PRINT CLEARLY

Name: _____ U-ID: _____
Last First M.I.

Email: _____

COURSE INFORMATION - PRINT CLEARLY

CRN#: _____ Prefix: _____ Number: _____ Section: _____ Credits: _____

Title: _____ Term (i.e. 200901): _____

Instructor: _____ College: _____ Dept: _____
Last First M.I.

1. Grade the student is earning, **not including missing assignments** (*should not be less than C or S*)

2. Grade the student will earn **factoring in a zero for all incomplete assignments**
In the event the work is not completed the I drops off leaving this grade.

I+

3. **Deadline for completing work** (*set by instructor; may be no later than two semesters*): _____

4. **Work to be completed (attach memo if needed):** _____

Once the missing work is completed, the instructor submits a Change of Grade Request to update the grade to reflect the work turned in. Missing work must be completed by the date specified above. If a Change of Grade is not submitted, the grade indicated above in Item 2 will default to the letter grade as noted (e.g. IC = C)

I agree to the terms as outlined above.

Student Signature Date

Instructor Signature Date

Department Chair Signature Date