

Incomplete Grade Contract

To be completed by student:

Student _____ UFID# _____ Instructor _____

Course Number _____ Section _____ Course Title _____ Term _____

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 is still enrolled in the class (has not dropped it)
- ☐ 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 (except under emergency conditions)
- ☐ The instructor will submit a final grade for the student on the date due (indicated below) whether or not all work is completed

List all work to be completed:

1. If the above is to be done under the supervision of the current instructor, indicate after each item the date work is due.

2. If work is to be evaluated by a different instructor, indicate:

A) New instructor work will be completed under: _____

B) Date by which it will be completed: _____

3. Final grade to be assigned if work not completed by above dates: _____

Remember to submit a change of grade form on the date indicated in 2.B, above

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

- I* or N* grades recorded on the student record indicate the non-punitive initial-term receipt of an I or NG. A grade of I* or N* is not considered a failing grade for the term in which it is received, and it is not computed in the grade point average. However, if the I* or N* has not been changed after 150 days, it will be counted as a failing grade and used in computation of a student's grade point average.
- I* and N* grades are not assigned to graduating students; they receive failing grades of I or NG.
- If make-up work requires classroom or laboratory attendance in a subsequent term, students must not register for the course again. Instead, they should audit the course and pay course fees.
- When the course is completed, the instructor will initiate the change of grade. These procedures cannot be used to repeat a course for a different grade. An I grade should not be assigned to a student who never attended class; instead, instructors should assign a failing grade.