USF College of Public Health

Contract for an Incomplete Grade

(Undergraduate students only)

"I" GRADE PROCEDURES

An "I" grade may be awarded at the discretion of the instructor only when the student is otherwise earning a passing grade and only if the incomplete is due to the omission or fault of the student. Fifty (50%) percent of coursework must be satisfactorily completed to be eligible for an incomplete Grade. Students are to initiate a written contract for incomplete grades. The contract should include a description of the work to be completed, the date by which the work is to be submitted and should be approved and signed by the course instructor. Until removed, the "I" is not computed into the grade point average. If not removed after two terms (including summer), "I" grades will be converted to "IF" (Incomplete Fail) or "IU" Incomplete Unsatisfactory. IF grades will be computed into GPA until removed.

STUDENTS DO NOT RE-REGISTER FOR COURSES IN WHICH THEY ARE ONLY COMPLETING PREVIOUS COURSE REQUIREMENTS TO CHANGE AN "I" GRADE. If a student wants to audit a course for review in order to complete course requirements, full fees must be paid.

l,		CONTRACT TO SUBMIT THE WORK
(Student Name)	(ID Number)	
DESCRIBED BELOW BY	IN ORDER	TO COMPLETE REQUIREMENTS IN THE
(Date)		
COURSE		
(PreFix, Number)	(Title)	
For INSTRUCTOR NAME:	FOR	WHICH I REQUEST A GRADE OF INCOMPLETE
Semester/Year Incomplete Requested:		
REASON FOR REQUEST OF "I" GRADE:		
DESCRIPTION OF WORK TO BE SUBMITTED	D:	
Student Signature	Date	Email