

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.

I, _____ 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:

Student’s Signature Date Email

Instructor’s Signature Date

Original of this form must be returned to Academic Affairs, COPH 1133

One copy goes to the Student, one copy goes to the Advisor, one copy is retained by the Instructor