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 Signature Date Email