

USF College of Behavioral and Community Sciences
Incomplete Grade Contract
(Undergraduate students only)

Per USF undergraduate catalog: an Incomplete "I" grade indicates incomplete coursework and may be awarded to an undergraduate student only when a small portion of the student's work is incomplete and only when the student is otherwise earning a passing grade. Until removed, the "I" is not computed in the GPA. The time limit for removing the "I" is to be set by the instructor of the course. For undergraduate students, this time limit may not exceed two academic semesters, whether or not the student is in residence, and/or graduation, whichever comes first. "I" grades not removed by the end of the time limit will be changed to "IF" or "IU," whichever is appropriate. If an instructor is willing, he or she may accept work from a student after an I grade has changed to an IF or IU grade, and assign the student a final grade in the course, unless the student has graduated. **Students are not required to re-register for courses in which they are only completing previous course requirements to change an "I" grade.** However, if a student wants to audit a course for review in order to complete course requirements, full fees must be paid.

I, _____

(Student Name)

(Student U#)

CONTRACT TO SUBMIT THE WORK DESCRIBED BELOW BY

_____ (Time/Date)

IN ORDER TO COMPLETE REQUIREMENTS FOR THE FOLLOWING COURSE:

_____, _____ ,
(Course Prefix, Number) (Title)

For INSTRUCTOR NAME: _____ ,

FOR WHICH I HAVE REQUESTED 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 should be retained by Dept. and/or sent to BCS Student Services, MHC 1143**

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

