

INCOMPLETE GRADE CONTRACT

To be completed by the student:

Student: _____ UFID: _____ Instructor: _____

Course Number: _____ Section: _____ Course Title: _____ Term: _____

To be completed by the instructor:

1. List all work to be completed. Additional pages may be attached if necessary.

COURSE REQUIREMENT(S) TO BE COMPLETED	Due date	Date complete	Instructor initials
FINAL GRADE			

2. Date by which *all* work must be completed: _____
3. Submit a change of grade form on or before the date indicated in item 2 above whether or not all work is complete. ***Make sure to confirm whether the course is letter-graded or S/U-graded.***

Student Signature: _____ Date: _____

My signature above indicates that I understand all requirements and due dates to pass this course.

Instructor Signature: _____ Date: _____

Please remember that in order for an incomplete grade to be assigned, all of the following must be true:

1. The student has completed a major portion of the course with a passing grade (“C” or better, or “S”).
2. The student is unable to complete course requirements because of documented circumstances beyond his or her control.
3. The student and instructor have discussed the situation prior to the final exam (except under emergency conditions).
4. The instructor will submit a final grade for the student on the due date (indicated above) whether or not all work is complete.

Instructors: Make a copy of this contract and return it to the Academic Assistant. Keep the original until all work is completed or deadline is passed; then return the original with assigned grade to the Academic Assistant.