

DEPARTMENT OF CHEMISTRY, COLLEGE OF ARTS AND SCIENCES
INCOMPLETE GRADE CONTRACT

*To be completed by instructor and student prior to assigning an "I" grade; signed copies should be kept on file by the instructor, the student, and the course coordinator (if applicable) until one year past the **work completion date**.*

Year: _____ Semester (circle): Fall Spring Summer A Summer B Summer C

Ref. Number

Prefix & Course Number

Credit Hours

STUDENT NAME: _____

STUDENT USF-ID: _____

DESCRIPTION OF WORK REQUIRED TO COMPLETE THE COURSE:

WORK COMPLETION DATE: I will complete the assigned work no later than _____.

In contracting to receive an "I" in the course,

1. I fully understand the University of South Florida's policy as stated in the Undergraduate Catalog.
2. I am fully aware of the portion of the course which I need to complete and the time frame which has been established by my instructor.
3. I understand that if the incomplete is not removed within TWO semesters after receiving the "I" grade, the University automatically changes the grade to "IF." After that time, I understand that I must contact the instructor to determine if the course can be completed and grade changed.
4. I am aware that I should not re-register for the course as long as the grade remains an "I." However, I may register to audit the same course in a subsequent semester for the purpose of reviewing the material in order to complete the course for which I have an "I."
5. In accepting the "I" grade, I acknowledge that I am passing the course at this time.

Student's Signature

Date

Instructor's Signature

Date