

College of Liberal Arts and Sciences Incomplete Grade Policy

Incomplete, or "I," grades should be assigned only after the instructor and the student have explicitly arranged, *before the final exam for the course*, to have the student complete exams or other required course work for the course after the semester is over. The "I" arrangement should be used *only when the student is doing passing work ("D-" or better) in the course at the time of the arrangement and the student has not already dropped the class.**

The "I" arrangement should stipulate all conditions for completing the course and earning a letter grade, including a specific expiration date for the arrangement and designation of the grade to be assigned if all the work is not completed by that expiration date. All the requested information is specified on the Incomplete Grade Contract for your convenience.

Further, the instructor should make sure that he or she *changes the "I" grade to the appropriate grade after the arrangement has been fulfilled or has expired.* "I" arrangements should be recorded on the standard form, kept in a file in the department's central office, and monitored by the staff, so that the appropriate grade changes will be made in a timely fashion. This practice will be particularly useful if the instructor is on leave or has left UF permanently.

The only time a letter grade should be changed to an "I" is *when the instructor has made an error in recording the grade*—for example, when he or she has an "I" arrangement on file for the student but has forgotten and has recorded an "E" instead. In this example, the College would approve such grade changes only when a clear instructor error had occurred and when the grade change was submitted with a copy of the "I" contract dated prior to the final exam period for the course.

**The deadline for making an "I" arrangement may be extended, at the instructor's discretion, only if there is a valid, documented reason why it was not possible for the student to meet the initial deadline. An "I" arrangement must still be completed as soon as possible after the deadline. Poor performance on the final exam is not, in itself, a valid reason for an "I" arrangement.*

CLAS Course Approval Checklist

- A. Departmental Review: This course has been reviewed (see <http://www.clas.ufl.edu/curriculum/new-courses.html#guidelines> for instructions) and approved by:

_____, Title _____

E-mail _____; Phone number _____

- B. External Consultation Results: (sign off from other departments with potential overlap or interest in proposed course, if any)

1. _____ Department _____ Title _____

E-mail _____; Phone number _____

2. _____ Department _____ Title _____

E-mail _____; Phone number _____

3. _____ Department _____ Title _____

E-mail _____; Phone number _____

Brief summary of their comments:

- C. Further information about the course (see CLAS Departmental Review Guidelines)

CLEAR FORM

PRINT FORM

Incomplete Grade Contract

To be completed by student:

Student _____ UFID# _____ Instructor _____

Course Number _____ Section _____ Course Title _____ Term _____

To be completed by instructor:

All of the following must be true for the student to be eligible to receive a grade of "I"

- ☐ The student has completed a major portion of the course with a passing grade ("D-" or better)
- ☐ The student is unable to complete course requirements because of documented circumstances beyond his or her control
- ☐ The student and instructor have discussed the situation prior to the final exam (except under emergency conditions)
- ☐ The instructor will submit a final grade for the student on the date due (indicated below) whether or not all work is completed

List all work to be completed:

1. If the above is to be done under the supervision of the current instructor, indicate after each item the date work is due.

2. If work is to be evaluated by a different instructor, indicate:

A) New instructor work will be completed under: _____

B) Date by which it will be completed: _____

3. Final grade to be assigned if work not completed by above dates: _____

Remember to submit a change of grade form on the date indicated in 2.B, above

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Additional notes, comments, or conditions: