

COLLEGE OF JOURNALISM AND COMMUNICATIONS
DIVISION OF GRADUATE STUDIES

INCOMPLETE-GRADE CONTRACT

COURSE NUMBER AND NAME: _____

SEMESTER AND YEAR OF COURSE: _____

STUDENT'S NAME: _____

STUDENT'S UFID #: _____

INSTRUCTOR'S NAME: _____

ADVISOR'S NAME: _____

REQUIREMENTS: "I" grades are not to be used when a student is doing less than satisfactory work in a class and the instructor simply wants to provide him or her with another chance to do better. Instructors are not required to assign incomplete grades; they may be given at the discretion of the Instructor in compliance with the terms and completion of this "Incomplete-Grade Contract." As agreed to by the Graduate Faculty of the College of Journalism and Communications, **the maximum number of "I" grades that a Ph.D. student is allowed during the entire course of his or her studies for the Ph.D. is three (3) while the maximum is two (2) for students seeking a Master's in the College.** With this in mind, and so that students can continue to try to meet all established academic standards in a timely fashion and progress through their graduate work, all of the following conditions must be true for the student to be eligible to receive an "I" grade.

1. The student must have completed a major portion of the course with a passing grade.
2. The student is unable to complete the course requirements before the end of the term because of extenuating circumstances beyond his or her control, such as a documented serious illness, that are directly relevant to the inability to complete the requirements.
3. The student and instructor have discussed the situation **prior to the final graded assessment in the course** (except under emergency conditions where such discussion is not feasible, including but not limited to medical or family emergencies).

If all three of these conditions are met, then the following portion of this form applying for an "I" grade must be completed, including all appropriate signatures and submitted to Jody Hedge, Program Assistant/ Current Graduate Student Records for the College of Journalism and Communications **by the date grades are due** for the term in which the "I" grade is assigned. It is the student's responsibility to make sure this document is filed by the deadline.

A. RATIONALE: EXPLAIN THE REASONS FOR THE “I” GRADE (ATTACH ADDITIONAL PAGES IF MORE SPACE IS NEEDED).

B. REQUIREMENTS FOR COMPLETION: IDENTIFY ALL OF THE SPECIFIC PROJECTS, PAPERS, EXAMS AND OTHER REQUIRED MATTERS THAT MUST BE FINISHED BY THE STUDENT IN ORDER TO COMPLETE THE COURSE.

C. PENALTY: PLEASE INDICATE IF A PENALTY WILL BE ASSESSED FOR UTILIZING THE DELAYED GRADE, AND IF SO DESCRIBE: (for example, dropping final grade by one letter)

YES: ____ describe: _____
NO: ____

D. DATE: DATE BY WHICH ALL OF THE REQUIREMENTS MUST BE COMPLETED TO REMOVE “I” GRADE: ____/____/20__

E. UNSATISFACTORY COMPLETION: FINAL GRADE STUDENT WILL RECEIVE IF ALL OF THE REQUIREMENTS ARE **NOT** COMPLETED BY THE AGREED-UPON DATE IN “D”: ____

F. PLEASE LIST ANY COURSES (AND THE TERMS) IN WHICH YOU HAVE RECEIVED A GRADE OF I, U, OR NO GRADE IN PREVIOUS SEMESTERS.

SIGNATURE OF STUDENT	DATE	SIGNATURE OF ADVISOR	DATE
----------------------	------	----------------------	------

SIGNATURE OF INSTRUCTOR	DATE	SIGNATURE OF ASSOC. DEAN FOR GRAD. STUDIES	DATE
-------------------------	------	--	------

Upon completion of the work required to remove the “I” grade, the Instructor must fill out a *Change of Grade Form* and submit it to Jody Hedge, Program Assistant/Current Graduate Student Records for the College of Journalism and Communications.

It is the responsibility of the student to make sure that all such paperwork is filed.

Any and all exceptions to this process and contract require specific written approval of the Associate Dean for Graduate Studies.