

# INCOMPLETE-GRADE CONTRACT

COLLEGE OF JOURNALISM AND COMMUNICATIONS  
DIVISION OF GRADUATE STUDIES & RESEARCH

COURSE NUMBER AND SECTION: \_\_\_\_\_ TERM/ YEAR \_\_\_\_\_

COURSE NAME \_\_\_\_\_

STUDENT'S NAME & UF ID#: \_\_\_\_\_

INSTRUCTOR'S NAME: \_\_\_\_\_

ADVISOR'S NAME: \_\_\_\_\_

**REQUIREMENTS:** "I" grades are not to be used to give a weak student a chance to do better with additional time or assignments. 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, Doctoral students are allowed a maximum of three (3) incompletes (including "no grades") and three (3) U grade. Master's students are allowed only two (2) of each. Per the vote of the Graduate Faculty, a student who receives more than the allowed number of I/U grades will be suspended for two semesters and be required to reapply to the program by submitting the application for readmission to the Graduate Committee for approval. 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 due to unforeseeable, significant and documented extenuating circumstances that are directly relevant to the inability to complete the requirements. Other commitments, lack of internet access, technology failures, failure to file IRB in a timely fashion, etc. are not considered extenuating circumstances.
3. If the inability to complete the course requirements is due to a documented serious illness that is directly relevant to the inability to complete the requirements, a medical withdrawal/drop petition must be filed before the contract is signed.
4. 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 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 in the Graduate Division, **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.

Grades of I (incomplete) received during the preceding term should be removed as soon as possible. Grades of I carry zero grade points and become punitive after 1 term. All grades of I must be changed before a graduate degree can be awarded.

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 (ABOVE) ITEM “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.

\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_  
Advisor Signature                      Date

\_\_\_\_\_  
Instructor Signature                      Date

\_\_\_\_\_  
Dr. Kelleher’s Signature                      Date

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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 in the Graduate Division, College of Journalism and Communications in Room 2014 Weimer Hall.

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

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