

Department of Psychology Incomplete Grade Contract

To be completed by student:

Student _____ UF ID _____ Instructor _____

Course # _____ Course Title _____ Section _____ 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) in the finished coursework.
- 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.

1. Below, list all coursework that needs to be completed before a grade can be assigned:

The date by which the above work will be completed: _____.

Note: Preferably, this date should be within one semester of earning the I grade but should not exceed one academic year under any circumstances; department policy specifies that I grades will not be changed after one academic year. If the course is PSY 2012, you must complete the research participation requirement before the end of next semester.

2. If work is to be completed with a different instructor, indicate:

A) the name of the new instructor: _____

B) the date by which the work will be completed: _____

3. Final grade to be assigned if the work is completed by the agreed-upon dates: _____

4. Final grade to be assigned if the work is NOT completed by the agreed-upon dates: _____

***** (The instructor needs to submit a change of grade form on that date in either case) *****

5. If the instructor is a graduate student:

a. Attach a list of the student's grades or points on all completed course work.

b. Attach the syllabus to this contract, and turn in a copy of all paperwork in to PSY 135.

Student Signature: _____ Date: _____

Student Email: _____

Instructor Signature: _____ Date: _____