

University of South Florida  
School of Interdisciplinary and Global Studies

**Incomplete Grade Contract**  
(Undergraduate Students only)

Incomplete Policy (per USF undergraduate catalog): an Incomplete "I" grade indicates incomplete coursework and may be awarded to an undergraduate student only when a small portion of the student's work is incomplete and only when the student is otherwise earning a passing grade. Until removed, the "I" is not computed in the GPA. The time limit for removing the "I" is to be set by the instructor of the course. For undergraduate students, this time limit may not exceed two academic semesters, whether or not the student is in residence, and/or graduation, whichever comes first. "I" grades not removed by the end of the time limit will be changed to "IF" or "IU," whichever is appropriate. If an instructor is willing, he or she may accept work from a student after an I grade has changed to an IF or IU grade, and assign the student a final grade in the course, unless the student has graduated. **Students are not required to re-register for courses in which they are only completing previous course requirements to change an "I" grade.** However, if a student wants to audit a course for review in order to complete course requirements, full fees must be paid.

I, \_\_\_\_\_ with a U# of \_\_\_\_\_  
agree to complete the work described below for the following course by the deadline listed in this contract for the instructor listed here in order to meet the requirements for the course.

Course Prefix and Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Term of Incomplete: \_\_\_\_\_

Date coursework must be completed to satisfy the Incomplete for an updated grade: \_\_\_\_\_

Description of requirements that must be met to satisfy the course requirements to update incomplete grade:

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Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_