Contract For Incomplete

Students wishing to enter into a contract for an "incomplete" in an IDH course must have this form completed, signed and submitted to the Honors College office, ALN 241, by the time grades are posted in the semester in which the course is being taken. Failure to complete the requirements stated in this contract may result in dismissal from Honors.

The 2012-2013 University Catalog states (page 43):

An “I” grade indicates incomplete coursework and may be awarded to graduate and undergraduate students. (Undergraduate rules apply to non-degree-seeking students.) It 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 for either undergraduate or graduate students. 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. Whether or not the student is in residence, any change to “IF” grades will be calculated in the cumulative GPA and, if applicable, the student will be placed on appropriate probation or academically dismissed. Students are not required to re-register for courses in which they are only completing previous course requirements to change an “I” grade.

Instructor’s Section:
List the specific course requirements and due dates for the final grade to be posted for this course.

Course Requirement(s):
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

_______________

Due Date(s):

______________________________________________________________________

Instructor’s Name (Print): ____________________________________________  Date: ______________

Student Section:
Student’s Name: ____________________________________________  Phone #: __________________

USF ID Number: __________________ E-Mail Address: ______________

C.R.N. # _______Course Prefix: _______ Course #: _______ Course Sct. #: _______ Credit Hrs: ___

Course Title: ______________________________________________________

Term Offered: o Fall  o Spring  o Summer     Year Offered: __________________________

By signing below, I agree to the terms and conditions stated by my Instructor above.

Student Signature: ____________________________  Date: ____________________