Department Policy on I (Incomplete) Grade
August 16, 2010

New development: New rules on Bright Future Scholarships have been effective since Fall 2009. One of them is that students on the scholarship should repay the tuition for dropped courses. It is expected that students tend to seek an I-grade to avoid a drop. Therefore, you may have to deal with an unusually high number of I-grade requests.

Conditions for an I-grade
An I-grade may be assigned at the discretion of the instructor as an interim grade for a course if all of the following conditions are met:
(1) the student has competed the major portion of the course with a passing grade,
(2) the student has been unable to complete the course before the end of the term due to extenuating circumstances,
(3) the student has obtained agreement from the instructor i.e. the student and instructor have discussed the situation prior to the final exam (except under emergency conditions)
(4) the student has arranged for resolution of the I-grade.

This is what you need to do when the above conditions are satisfied.
The instructor (or coordinator) should fill out the CLAS I Grade Contract (http://www.clas.ufl.edu/forms/incomplete-grade-contract.pdf) and return it to Cathy Knudsen.
This process will give the student I* (non-punitive I-grade).

After the student completes the course requirements, the instructor should fill out a Change of Grade Form and submit to Cathy Knudsen. If this process is not completed by the end of the next term, the I* grade turns into a failing grade I.