



## INCOMPLETE GRADE CONTRACT

### To be completed by student:

Student Name: \_\_\_\_\_ Blazerid#: \_\_\_\_\_

Instructor name: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course#: \_\_\_\_\_ 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"

- Student has completed a major portion of the course with a passing grade ("C" or better)
- Student is unable to complete course requirements due to documented circumstances beyond his or her control
- Student and instructor have discussed the situation prior to the end of the term (except under emergency conditions)
- Instructor will submit a final grade for the student on the date due whether or not all work is completed

List all work to be completed:

1. If the above is done under the supervision of the current instructor, indicate the due date of each item.
2. If work is to be evaluated by a different instructor, indicate:
  - A) Name of new instructor: \_\_\_\_\_
  - B) Date by which course work will be completed: \_\_\_\_\_ (mm/dd/yyyy)
3. Final grade to be assigned if work not completed by above date:

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

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

Chair signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional notes, comments, or conditions:

“I” grade should be assigned only after the instructor and the student have explicitly arranged, before the final exam for the course, to have the student complete exams or other required course work after the semester is over. The “I” arrangement should be used only when the student is doing passing work (“C” or better) in the course at the time of the arrangement.

*\*\*The deadline for making an “I” arrangement may be extended, at the instructor’s discretion, only if there is a valid, documented reason why it was not possible for the student to meet the initial deadline. An “I” arrangement must still be completed as soon as possible after the deadline. Poor test performance is not, in itself, a valid reason for an “I” arrangement.*

The “I” arrangement should stipulate all conditions for completing the course and earning a letter grade, including a specific expiration date for the arrangement and designation of the grade to be assigned if all the work is not completed by that expiration date.

Further, the instructor should make sure that he or she changes the “I” grade to the appropriate grade after the arrangement has been fulfilled or has expired. “I” arrangements should be recorded on a standard form, kept in a file in the department’s central office, and monitored by the staff, so that the appropriate grade changes will be made in a timely fashion. This practice will be particularly useful if the instructor is on leave or has left UAB permanently.

The only time a letter grade should be changed to an “I” is when the instructor has made an error in recording the grade – for example, when he or she has an “I” arrangement on file for the student but has forgotten and has recorded an “E” instead. The Department will approve such grade changes only when a clear instructor error has occurred and when the grade change is submitted with a copy of the “I” arrangement dated prior to the final exam period for the course.