

Incomplete Grade Contract

Instructions

Submit this form after assigning grade of "I" on final grade roll or grade roll discrepancy.

I - INCOMPLETE, is assigned at the discretion of the instructor when, in the instructor's judgment, a student is unable to complete some portion of the assigned work in a course because of an unanticipated illness, accident, work-related responsibility, family hardship, or verified learning disability. The grade of **I** is not intended to give students the additional time to complete course assignments unless there is some indication that the specified condition or event prevented the student from completing course assignments on time.

By arrangement with the instructor, the student will have up to 12 months in which to complete the work before a permanent grade is re-corded. **The student should not re-enroll in the course to make up an Incomplete.** After 12 months, or after the deadline date for removal assigned by the instructor, an **I** which has not been made-up will be changed permanently to the back-up grade assigned by the instructor on this form. If the instructor does not indicate a back-up grade, the grade of **I** will be administratively changed to an **F**.

An Assignment of Incomplete Grade Form (AS-5) must be completed by the instructor and submitted to the Office of the University Registrar explaining the reason for the **I** and the grade that the student will receive if the make-up work is not completed. A grade of **I** is not computed in calculating a student's grade point average.

Work to be completed must be submitted in sufficient time for the grade to be assigned prior to the conversion of **I** to **F** or the back-up grade.

Student Information

Student Name: _____ USC ID: _____

Course Information

Subject: _____ Prefix: _____ Course Number: _____ Suffix: _____ Section Number: _____

Term (Fall/Spring/Summer): _____ Year: _____ CRN: _____ Credits: _____

Course Title: _____

Reason for Incomplete: _____

Conditions for Removal: _____

Deadline Date for Removal: _____ Back-up Grade*: _____

**If the make-up work is not completed, the Back-up Grade will be administratively assigned.*

Signature

Instructor Name: _____ Signature/Date: _____

Email: _____

***Before sending to the Registrar's Office, be sure to provide the student with a copy of the signed contract.**

