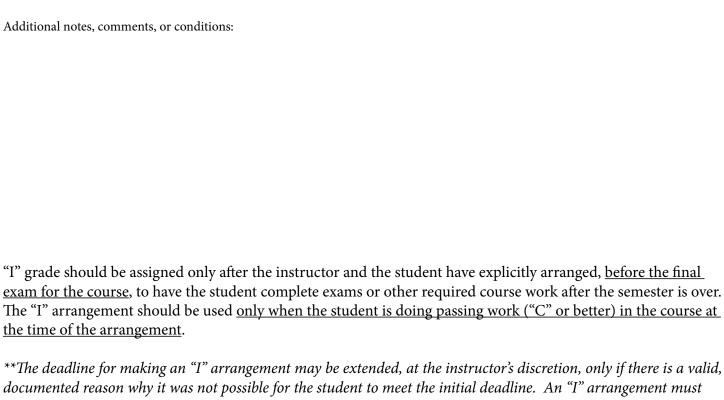


INCOMPLETE GRADE CONTRACT

To be completed by stud	ent:			
STUDENT NAME:	1	BLAZERID#:	INSTRUCTOR NAME	i:
COURSE#:	COURSE TITLE:		SECTION#:	TERM:
To be completed by inst	ructor:			
The student has co The student is una The student and in	structor have discussed the si submit a final grade for the s	ne course with a passing ements because of docurtuation prior to the final		conditions)
1				
	done under the supervision of ated by a different instructor,		ndicate after each item the date w	ork is due.
A) New instruc	ctor work will be completed u	nder:		
B) Date by wh	ich it will be completed:		(mm/dd/yyy	y)
	igned if work not completed b it a change of grade form on t			
Student signature:		Date:		
Instructor signature:		Date:		
Chair signature:		Date:		



still be completed as soon as possible after the deadline. Poor performance on the final exam 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.

Thanks for your cooperation in this matter.