

M. E. Rinker, Sr.  
School of Construction Management

**“I” GRADE CONTRACT**

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To be completed by student:

Student:\_\_\_\_\_ UFID#:\_\_\_\_\_ Instructor:\_\_\_\_\_

Course:\_\_\_\_\_ Section:\_\_\_\_\_ Term:\_\_\_\_\_

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To be completed by instructor:

All of the following must be true for the student to be eligible to receive a grade of “I”

- ☐ The student has completed a major portion of the course with a passing grade (“D” or better)
- ☐ The student is unable to complete course requirements because of documented circumstances beyond his or her control
- ☐ The student and instructor have discussed the situation prior to the final exam (except under emergency conditions)
- ☐ The instructor will submit a final grade for the student on the date due (indicated below) whether or not all work is completed

List all work to be completed:

1. If the above is to be done under the supervision of the current instructor, indicate after each item the date work is due.
2. If work is to be evaluated by a different instructor, indicate:
  - A) New instructor work will be completed  
under:\_\_\_\_\_
  - B) Date by which it will be completed:\_\_\_\_\_
3. Final grade to be assigned if work not completed by above  
dates:\_\_\_\_\_

Student Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Instructor Signature:\_\_\_\_\_ Date:\_\_\_\_\_

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**Once the Form is completed, return to the Undergraduate or Graduate Advisors**

“I” grades 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 (“D” 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 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 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.

Students should not sit in on the course unless registered.

Forms can be download from:  
**<https://dcp.ufl.edu/rinker/academics/undergraduate/construction-management/current-students/>**