

This form is fillable

INCOMPLETE GRADE AGREEMENT

Student Information		
Name		
myUH ID NUMBER	MAJOR AREA/CONCENTRATION	
PHONE NUMBER:	EMAIL ADDRESS:	
Instructor Information		
NAME		
PHONE NUMBER:	EMAIL ADDRESS:	
Course Information:		
NUMBER & NAME		YEAR & SEMESTER ENROLLED

The grade of I (incomplete) is a conditional and temporary grade assigned when students for non-academic reasons beyond their control have not completed a relatively small part of all requirements for a course. The student must:

- be currently passing the course or have a reasonable chance of passing the course, in the judgment of the instructor/course coordinator;
- contact the instructor and course coordinator immediately regarding the reasons that prevent the student from completing the course, final assignment and/or final examination, and initiate the request for an 'I' grade as soon as possible, preferentially before the end of the term. However, students have 90 days from the posting of the course grade to request an 'I' grade;
- not re-enroll for the courses in which their grade is currently recorded as an 'I'. Even when the conditions for fulfilling the course requirements include participation in all or part of the same course in another semester, the student must not re-enroll for the course;
- arrange with the instructor and/or course coordinator to complete the course requirements;
- understand that the only way to have an 'I' grade changed to a passing grade is to fulfill course requirements in accordance with the conditions specified by the instructor and/or course coordinator;
- understand that the grade of 'I' must be changed by completing course requirements within 12 months of the end of the term or session in which the 'I' grade was received, or it will be converted automatically to an F or U (in S-U graded courses); and
- understand that the grade of 'I' may be changed only to letter grade. If the student does not complete the requirements in the time allotted the 'I' grade will convert to an 'F' grade and will be noted as a lapsed incomplete on the student's transcript. An 'I' grade, once lapsed to an 'F' grade or changed to another letter grade, may not be changed back to an 'I' grade or to a grade of 'W'.

All conditions listed below must be completed before an 'I' grade is changed to a letter grade:

CONDITIONS TO BE MET: (continue on next page if needed)

DEADLINE FOR COMPLETION: _____

STUDENT SIGNATURE: _____ DATE: _____

FACULTY ADVISOR SIGNATURE: _____ DATE: _____

INSTRUCTOR SIGNATURE: _____ DATE: _____

COURSE COORDINATOR SIGNATURE: _____ DATE: _____