

Department of Mathematics Incomplete Grade Agreement

In order to assign the letter grade "I", both the instructor and student must agree that they understand and will comply with the UH Policy on assignment of the grade "I" as stated:

The temporary 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:**

- 1.) be **currently passing the course** or have a reasonable chance of passing the course, in the judgment of the instructor;
- 2.) **contact the instructor immediately** regarding the reasons that prevent the student from completing the course, final assignment and/or final examination;
- 3.) initiate the request for an **"I" grade within 90 days** of the posting of the course grade;
- 4.) make **arrangements** with the instructor to complete the course requirements, if assigned;
- 5.) 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;
- 6.) understand that the grade of "I" may be changed only to **another letter grade**. If the student does not complete the course requirements in the time allotted (*a maximum of one year*) 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 may not be changed to a grade of "W"; and
- 7.) **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 term, the **student must not re-enroll for the course**.

Special note: All grades of "I" shall be computed as grades of "F" in calculating a student's cumulative grade point average for purposes of determining fulfillment of grade requirements for a degree. After the student has completed the remaining coursework, the instructor will submit a grade change via the myUH Faculty Center to change the "I" grade to the grade earned. Grade policies can be found here: <https://publications.uh.edu/content.php?catoid=49&navoid=18418#explanations>

Please list the **assignments**, and/or **exams** to be **completed** by the student: _____

Please indicate the required **time frame** and **deadline date(s)** for **completion** of these assignments and/or exams. A date **must** be specified. (*Note: if the deadline is missed, the student will be assigned a grade for the semester computed from grades that the instructor has in the grade book, with a "0" grade assigned for the incomplete work*):

Student Information: (Student ID): _____ (E-mail): _____

(Last Name): _____ (First Name): _____

Instructor Information: (Name): _____ (E-mail): _____

Course #: MATH _____ **Class # (4 or 5-digit #):** _____ **Section# (2-digit #):** _____

Semester: _____ **Year:** _____

Student Signature

Date

Instructor Signature

Date

The instructor is not to submit a grade of "I" unless the instructor has in his/her possession this form completed and signed by the instructor and student.