

**UNIVERSITY OF HOUSTON  
DEPARTMENT OF MATHEMATICS  
UH POLICY ON ASSIGNMENT OF THE GRADE "T"**

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

The grade of I (Incomplete) is a conditional and temporary grade given when students are passing a course but for reasons beyond their control, have not completed a relatively small part of all requirements. Students are responsible for informing the instructor immediately of the reasons for not submitting an assignment on time or not taking an examination. The grade of "T" must be changed by fulfilling the course requirements within one year of the date awarded, or it will be changed automatically to an "F" (or to a U in S/U graded courses). The grade of "T" may not be changed to a grade of "W", but may only be changed to another letter grade. Students should understand that the only way to have an "T" (Incomplete) changed to a passing grade is to fulfill the specific course requirements by the appropriate date. Students should not re-register for courses in which they previously received an "T" grade. Student should contact the instructor of the course in which the student received an "T" to make arrangements to complete the course requirements. If the instructor requires the student to participate in all or part of the same class in another semester, the student should not re-register for the course. After the course work is completed, the instructor will submit a change-of-grade form to change the "T" grade to the grade earned. The student should understand that both grades, the original "T" and the earned grade, will appear on the transcript.

The following coursework must be completed by:

Date: \_\_\_\_\_

in order to determine an earned grade in Math	Section	Semester/Year
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Instructors are not to record a grade of "T" on their final grade sheets unless the final grade sheet is accompanied by this form, completed by the Instructor and Student .

The undersigned have read and understand the University grade "T" policy and agree to the conditions stated herein.

\_\_\_\_\_  
**PRINTED NAME OF STUDENT**

\_\_\_\_\_  
**PRINTED NAME OF INSTRUCTOR**

\_\_\_\_\_  
**SIGNATURE OF STUDENT**

\_\_\_\_\_  
**SIGNATURE OF INSTRUCTOR**

\_\_\_\_\_  
**People Soft ID**

\_\_\_\_\_  
**DATE**