

University of Houston
Department of Mathematics
UH Policy on Assignment of the Grade "I"

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 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 "I" 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 "I" 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 "I" (Incomplete) changed to a passing grade is to fulfill the specific course requirements by the appropriate date and to earn a passing average in the course. Students should not re-register for courses in which they previously received an "I" grade. Student should contact the instructor of the course in which the student received an "I" 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 "I" grade to the grade earned. The student should understand that both grades, the original "I" 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 _____, Fa/Sp/ Su Yr _____

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.

Printed Name of Student	Printed Name of Instructor
Signature of Student	Signature of Instructor
PeopleSoft ID Number	Date