

Hello all,

Just as a reminder, the deadline to withdraw from classes (with a grade of W) is April 25. If, for any reason, you feel you are unable to obtain the grade you want in the course, that is your last chance to withdraw from the class. Keep in mind, you are only permitted a total of 6 grades of W during your entire academic career at UH. (Once you have used up those 6 withdraws, your grade will be calculated as ABCDF.) When you withdraw from a class, you will have a grade of W appear on your transcript, all your grades for the course will be canceled, and will have the opportunity, if you wish, to retake the class from the beginning in a future semester.

Incomplete grades are not meant as an alternative to withdrawing from a class. These grades are not given easily, and certainly not given as a replacement for missing the deadline to withdraw from the course. An incomplete grade will put a one-semester hold on the current course you are in. All grades you have obtained up until that point will remain (including all zeros) and you can pick up the class where you left off at some point in the next few months. It does not restart the semester or give you a chance to complete any assignments you have already missed.

In order for an incomplete (I) to even be considered, you need to satisfy both of the following: (1) there must be an unexpected accident or illness that is impeding your ability to complete the course (this does not mean that the course was more difficult than you thought, that your work schedule changed, that completing the class has become inconvenient, or anything you had prior knowledge of), and (2) at the time you are filing for the grade of I, you are currently passing the course and expected to pass if this unexpected event hadn't happened. These grades have to be approved by several people, and this is not an easy process. A grade of Incomplete means that once you are recovered from whatever event has happened, you will pick up the course where you left off. It does not mean you get to restart the course from the beginning. If you do not satisfy these conditions, you will not be permitted a grade of Incomplete.

If you miss the Withdraw Deadline, I cannot override this and give a W. Your grade will be calculated as is. I will be available if you wish to discuss your grade prior to that date, but I will not make the decision of withdrawing or staying in the class for you. I can only explain your options.

--Dr. Matt