

Student Information		
LAST	FIRST	MIDDLE
myUH ID NUMBER	MAJOR AREA/CONCENTRATION	
CURRENT MAILING ADDRESS		
CITY	STATE	ZIP CODE
PHONE NUMBER:	EMAIL ADDRESS:	
Instructor Information		
NAME		
PHONE NUMBER:	EMAIL ADDRESS:	
Course Information:		
CATALOG NUMBER (COURSE ID)	CLASS NUMBER (5-DIGIT CODE)	YEAR & SEMESTER ENROLLED

- An *Incomplete* grade is conditional and temporary, and awarded to students who are passing their courses but, for reasons beyond their control, cannot complete a relatively small part of the course requirements at the end of the semester.
- The request for an incomplete grade should be student-initiated.
- Students must not register a second time for a course for which they receive an *Incomplete* grade. Registering a second time will not remove the *Incomplete* from the student's academic record.
- If the *Incomplete* is not changed to a passing grade within one year, a grade of F will automatically replace the incomplete grade. Scholarship students must complete the missing coursework and have passing grades entered on their academic records within one semester.
- Without exception, an *Incomplete* cannot be changed to a W (withdrawal), but may only be changed to another letter grade.
- No student may graduate with an incomplete grade remaining on his or her records.
- Students with incomplete grades are excluded from consideration for the College of the Arts Dean's list for that semester.

All conditions listed below must be completed before an Academic Records Course Adjustment Form is processed and the grade changed to a letter grade.

CONDITIONS TO BE MET: _____

DEADLINE FOR COMPLETION: _____

STUDENT SIGNATURE: _____ DATE: _____

INSTRUCTOR SIGNATURE: _____ DATE: _____

DIRECTOR SIGNATURE: _____ DATE: _____