

Incomplete Grade Policy – Graduate Students

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.

1. The student must:
 - a) be currently passing the course or have a reasonable chance of passing the course, in the judgment of the instructor;
 - b) contact the instructor immediately regarding the reasons that prevent the student from completing the course, final assignment and/or final examination, and initiate the request for an I grade as soon as possible, preferentially before the end of the term. However, students have 90 days from the posting of the course grade to request an I grade;
 - c) 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 semester, the student must not re-enroll for the course;
 - d) make arrangements with the instructor to complete the course requirements, if assigned;
 - e) 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;
 - f) understand that the grade of I (incomplete) must be changed by fulfillment of course requirements within 12 months of the end of the term or session in which the I grade was received, or it will be converted automatically to an F or U (in S-U graded courses); and
 - g) 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 (see point f. above) 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 or changed to another letter grade, may not be changed back to an I grade or to a grade of W.

2. After the course work is completed by the student, the instructor will submit an electronic grade change form to change the I grade to the grade earned. Incomplete grades must be resolved before graduation. In the case of a student enrolled in the graduating semester, a grade of I which has not been changed by the date of graduation will have the effect of an F or U.

For the most updated policy, please visit <http://catalog.uh.edu>

COSC Incomplete Grade Agreement – For Graduate Students

Last Name: _____ First Name: _____

PSID: _____ Email Address: _____

Semester/Year: _____ Instructor: _____

Course #: _____ Section #: _____

In order to resolve the incomplete grade, the student must:

Deadline: This action must be completed by _____.

If no action is taken by this date the instructor may enter a grade of F or, after one calendar year, the grade will automatically change to an F. Upon completion of the agreement, the student should monitor their student records for updated grade. If, after several weeks, the change has not occurred, the student should check with their instructor.

By signing below, the named student and instructor:

- a) Agree that the conditions outlined above must be met by the indicated deadline in order to have the incomplete (“I”) grade changed to the grade earned.
- b) Acknowledge they have read and understand the incomplete policies outlined on page 1.

Student Signature _____ **Date** _____

Instructor Signature _____ **Date** _____

Submit the completed form to Matthew Pariyothorn in PGH 501 or mmpariyo@central.uh.edu