

## Department of Mathematics Incomplete Grade Agreement

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 temporary grade of "I" (incomplete) is a conditional and temporary grade given when students (a) are currently passing a course or (b) still have a reasonable chance of passing in the judgment of the instructor, but for non-academic reasons beyond their control have not completed a relatively small part of all requirements. The grade of "I" may not be changed to a grade of W, but may be changed only to another letter grade. As stated under Fulfillment of Grade Requirements for a Degree in the Undergraduate Catalog, all grades of "I" shall be computed as grades of F for purposes of calculating a student's cumulative grade point average for graduation.

Students are responsible for informing the instructor immediately of the reasons for not submitting an assignment on time or not taking an examination. Students should understand that the only way to have an "I" changed to a passing grade is to fulfill course requirements in accordance with the conditions specified by the instructor. Students must contact the instructor of the course in which they receive an "I" grade to make arrangements to complete the course requirements. Students must not re-register 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-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. Both grades, the original "I" and the earned grade, will appear on the transcript. **See here for more information:** <http://publications.uh.edu/index.php>

Please list the **assignments** and/or **exams** to be **completed** by the student: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please indicate the required **time frame** and **deadline date(s)** for **completion** of these assignments and/or exams. A date **must** be specified. (*Note: if the deadline is missed, the student will be assigned a grade for the semester computed from grades that the instructor has in the grade book, with a "0" grade assigned for the incomplete work*):

\_\_\_\_\_  
\_\_\_\_\_

**Student Information:** (Student ID): \_\_\_\_\_ (E-mail): \_\_\_\_\_

(Last Name): \_\_\_\_\_ (First Name): \_\_\_\_\_

**Instructor Information:** (Name): \_\_\_\_\_ (E-mail): \_\_\_\_\_

**Course #:** MATH \_\_\_\_\_ **Class #** (4 or 5-digit #): \_\_\_\_\_ **Section#** (2-digit #): \_\_\_\_\_

**Semester:** \_\_\_\_\_ **Year:** \_\_\_\_\_

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Instructor Signature**

\_\_\_\_\_  
**Date**

*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.*