

UH Policy on Assignment of the Grade “I”

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.

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;
- c. initiate the request for an I grade within 90 days of the posting of the course grade;
- 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 may be changed only to another letter grade. If the student does not complete the course requirements in the time allotted (a maximum of one year) 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 may not be changed to a grade of W;** and
- g. **not re-enroll (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 enroll (re register) for the course.

All grades of **I** shall be computed as grades of **F** in calculating a student's cumulative grade point average for purposes of determining fulfillment of grade requirements for a degree.

After the course work is completed by the student, the instructor will submit a change of grade form to change the I grade to the grade earned.

Department of Physics

Incomplete Grade Agreement

Students are responsible for informing the instructor immediately of the reasons for not submitting an assignment on time or not taking an examination. The only way to have a grade of "I" changed to a letter 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" to make arrangements to complete the course requirements. After the course requirements are completed, the instructor will submit a change of grade request to replace the grade of "I" with the grade earned. Both grades, the original "I" and the earned grade, will appear on the transcript.

Students must not re-register for the course in which their grade is recorded as an "I".

In order to determine an earned grade, the following requirements must be met by the deadline specified:

Deadline: _____. Course & Course #: _____. Section #: _____.

Semester/Year: _____.

Requirements: _____

_____.

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#

Date