

**REQUEST FOR GRADE OF "INCOMPLETE"**

**STUDENT'S SECTION** (please print):

Name \_\_\_\_\_

UH (Banner) ID \_\_\_\_\_ Major \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

**POLICY:**

An "I" (Incomplete) grade is used to indicate that the student has yet to complete a limited but important part of the course work. The student must initiate the request for an incomplete grade prior to the instructor's submission of final grades. The instructor can approve or disapprove a request for an incomplete grade.

Students requesting an "I" must consult with the instructor to determine the requirements for completing the course work. The work must be completed by the stated deadline, or the "I" will be converted to the "in lieu" grade submitted by the instructor on the grade roster at the end of the term. The "in lieu" grade is the grade assigned by the instructor (in the instructor's section at the bottom of this form) if all the required work is not completed.

When a student completes the required work prior to the deadline, the instructor will submit a "CHANGE OF GRADE & INCOMPLETE REMOVAL FORM" to the Registrar, taking the completed work into consideration. The "I" and in lieu grade will be shown on the student's academic transcript until the grade is converted or changed. "I" grades are not included in the calculation of a grade point average. However, the student's grade point average will be recalculated when the make-up grade or "in lieu" grade is processed.

I, (please print name) \_\_\_\_\_ understand the "I" grade policy as stated above and hereby request an "I" grade for the following course:

COURSE COURSE  
ALPHA LAW NUMBER \_\_\_\_\_ CRN \_\_\_\_\_ CREDIT \_\_\_\_\_ SEMESTER \_\_\_\_\_ YEAR \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

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**INSTRUCTOR'S SECTION:**

Instructor action: Approved \_\_\_\_\_ See requirements below.  
Denied \_\_\_\_\_ Reason(s): \_\_\_\_\_

The following work must be completed by (date) \_\_\_\_\_ (not to exceed the deadline for instructors to submit incomplete make-up grades for the prior semester, approximately 10 week into the next semester).

- \_\_\_\_\_ Satisfactorily complete the final examination
- \_\_\_\_\_ Satisfactorily complete the mid-term examination
- \_\_\_\_\_ Submit a satisfactory required paper \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_

**If the required work is not completed by the deadline, the "in lieu" grade is \_\_\_\_\_.**

Instructor's signature \_\_\_\_\_ Date \_\_\_\_\_

Distribute copies as follows: Original for Instructor \_\_\_\_\_ Copies to Student and Department \_\_\_\_\_ 10.11.07