UTHealth Houston
McWilliams School of Biomedical Informatics

Incomplete Grade Form

Policy Information

- A grade of incomplete or "I" may be issued when course requirements have not been satisfied because of the student's extenuating circumstances. The student must have completed at least 50% of the course curriculum requirements for a grade of "I" to be issued.
- A student may petition the instructor for time beyond the end of the semester to finish the work. This petition must include supporting documentation to support the student's justification for an extension.
- The student is required to complete the coursework by the end of the following semester or the incomplete grade will be converted to a grade of "F."
- The full Grades of "I" policy is found at: https://sbmi.uth.edu/current-students/student-handbook/academic-procedures.htm#grading

Student Instructions

- After discussing the incomplete option with the instructor, the student completes the <u>Student Section</u> and <u>signs</u> this form. The student submits this form to the instructor for signature and then submits the completed form to SBMIAcademics@uth.tmc.edu for processing.
- The student DOES NOT re-register for the course but does email DE@uth.tmc.edu to regain access to the course material in Canvas.

Student Section

Student Name: _____   Student ID Number: _____

Course Information:

Semester & Year	Course #	Course Name	Instructor

Instructor Section

Reason for Granting Incomplete:

_____
_____
_____

Coursework to be Completed (attach additional pages if necessary):

_____
_____
_____

The activities and/or requirements listed above are to be completed and submitted to the instructor by _____(date) in order for a Grade Change Form to be submitted to the UTHealth Registrar's Office and the grade of Incomplete to be changed. **Assignments are due by close of business (CST) on the due date. Late submissions will not be accepted, and a grade of zero will be awarded.**

If the requirements indicated are met according to the due date, the Faculty of Record will review the requirements according to the established grading criteria for the course and submit a grade based on the quality of the student work.

Signature Section

Student Signature: _____   Date: _____

Instructor Signature: _____   Date: _____