



# UNIVERSITY OF MARY HARDIN-BAYLOR

## Incomplete Grade Request

If this request is for a medical or Title IX related issues - Do Not Use This Form  
[Click Here for Incomplete Grade Request for Medical or Title IX Related Issues](#)

**THIS SECTION TO BE COMPLETED BY STUDENT:**

STUDENT INFORMATION		
Last Name:	First Name:	UMHB Student ID #:
Course Name:	Course #:	Year and Semester
Reason for request (do not include medical information):		
<p>I understand the following terms and conditions:</p> <p style="margin-left: 40px;">A grade of "I" (Incomplete) is for a student to complete an important requirement of a course. Once a grade of "I" has been assigned, it is the responsibility of the student to complete the work within 30 calendar days after the start of the next full semester (excluding the May and summer terms).</p> <p style="margin-left: 40px;">I must complete all work prior to the deadline date and a fee for the grade change to be recorded will be placed on my student account.</p> <p style="margin-left: 40px;">An extension beyond the 30 days requires completion of the "Incomplete Extension" form.</p> <p style="margin-left: 40px;">The "I" will be automatically changed to an "F" if the course is not satisfactorily completed within this timeframe.</p> <p style="margin-left: 40px;">An Incomplete cannot be granted after the course has been concluded.</p>		

**Student Signature & Date Stamp:** \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY FACULTY:**

<input type="checkbox"/> Approved (forward this form to the Registrar's Office at Box 8425 immediately upon approval)	
<input type="checkbox"/> Denied (forward this form to the Vice Provost at Box 8374)	
IF APPROVED, COMPLETE THIS SECTION	
Course work to be completed	Deadline
Course Instructor's Signature & Date Stamp	
Associate Dean's Signature & Date Stamp	
When course is completed, the instructor must turn in a "Change of Grade" form.	

In the College of Christian Studies, the Dean signs for the Associate Dean.  
 In the College of Visual and Performing Arts, the Department Chair signs for the Associate Dean.