

INCOMPLETE COURSE WORK

Subject: Incomplete Course Work

Effective Date: 1/1991

Scope: All current Cizik School of Nursing students

Date Reviewed/Revised: 01/2024

Next Scheduled Review Date: 12/2025

Responsible Office:
Undergraduate Department
Graduate Department
Research Department

Responsible Executive:
Undergraduate Department Chair
Graduate Department Chair
Research Department Chair

I. POLICY AND GENERAL STATEMENT

A grade of “I” can be assigned when a student has not completed the assigned work in a course because of illness, unavoidable circumstances, or other reasons satisfactory to the instructor.

The work must be completed and the “I” grade in all courses must be converted to a letter grade by the deadline set by the faculty member or by no later than the end of the next term as published in the online academic calendar.

Students who fail to complete the missing coursework by the designated date as published in the following term’s academic calendar, or other deadline as set by the faculty member, will receive an “F” for the final grade.

II. DEFINITIONS

- A. Instructor: Faculty member designated as the lead instructor of a course
- B. Academic Calendar: Official UT Health Cizik School of Nursing academic calendar
- C. SAO: Cizik School of Nursing Student Affairs Office

III. PROCEDURE

- A. Any student receiving an “I” must complete the Incomplete Grade Form available on the Cizik School of nursing intranet website, Office of Student Affairs website before the term in which the incomplete course requirements will be completed.
- B. Agreement is not complete without both the faculty and student’s signature.
- C. The signed Incomplete Grade Form must be emailed to the SAO along with the student’s current degree plan by the lead faculty of the course..

IV. CONTACTS

List the phone number and email/web address of the office and/or person who is the subject matter expert on this policy and can answer questions regarding application and interpretation of the policy.

Contact	Telephone	Email/Web Address
Cizik School of Nursing Student Affairs Office	713-500-2025	soninfo@uth.tmc.edu

V. EXHIBITS

- A. Cizik School of Nursing Academic Calendar [Academic Calendars - Student Affairs - Students - Cizik School of Nursing at UTHealth Houston](#)
- B. Incomplete Grade Form [Microsoft Word - incomplete.doc \(uth.edu\)](#)