



# UNIVERSITY OF MARY HARDIN-BAYLOR

## 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 #:
Cell Phone #:	Alternate Ph #:	

**Reason for request CHECK ONE:**

**Medical**  
Please provide additional information \_\_\_\_\_  
If supporting medical documentation is required, the Dean of Students or his designee will contact you.

**Title IX-related**  
Have you contacted the Title IX Coordinator?    Yes    No

Someone will be in touch to discuss your request.  
It is important that you respond promptly to requests for additional information, so your request can be processed.

**List all courses for which you are requesting an Incomplete:**

Course Name: \_\_\_\_\_  
Course #: \_\_\_\_\_  
Year and Semester: \_\_\_\_\_

Course Name: \_\_\_\_\_  
Course #: \_\_\_\_\_  
Year and Semester: \_\_\_\_\_

Course Name: \_\_\_\_\_  
Course #: \_\_\_\_\_  
Year and Semester: \_\_\_\_\_

Course Name: \_\_\_\_\_  
Course #: \_\_\_\_\_  
Year and Semester: \_\_\_\_\_

I understand that submitting this request form is not guarantee of approval. If approved, the following terms and conditions apply to Incomplete Grades:

- 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).
- 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.
- An extension beyond the 30 days requires completion of the "Incomplete Extension" form.
- The "I" will be automatically changed to an "F" if the course is not satisfactorily completed within this timeframe.
- An Incomplete cannot be granted after the course has been concluded.

Student Signature & Date: \_\_\_\_\_