

School Procedures of the University of North Texas Health Science Center	Chapter 15 – School Procedures Student Affairs, Education and Funding
15.226 SBS - Removal of Incomplete	

A student must remove a grade of “I” within the first six weeks of the start of the next semester following the receipt of the initial grade by completing the stipulated work. If a student does not complete the stipulated work within the time specified), the instructor may change the grade of “I” to a grade of F, if appropriate, or the “I” will remain on the transcript. The student will be required to register for and repeat the course for it to count toward completing the requirements for the degree. The GPA is adjusted accordingly.

Application.

This procedure applies to all students of the School of Biomedical Sciences.

Definitions.

None.

Procedures and Responsibilities.

1. Obtain a Request for Change of Grade/Removal of Incomplete form available from the Office of the Registrar, complete the student information section, and submit it to the course instructor.

Responsible Party: Student.

2. The instructor completes the grade change information and then files the form in the SBS Office of Student and Academic Services.

Responsible Party: Instructor.

3. The form is approved by the Dean and sent to the Office of the Registrar for grade entry.

Responsible Party: SBS.

4. Registrar enters grade change into EIS and recalculates GPA.

Responsible Party: Registrar.

References and Cross-references.

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