Temple University
Agreement for Issuing an Incomplete Grade

Student’s Name ___________________________  TU-ID ___________________________

College/Major ___________________________  Course Name and Number ___________________________

Undergraduate ☐  Graduate ☐ ___________________________  ___________________________

Semester/session ___________________________  Year ___________________________

Instructor’s Name ___________________________  Department/Program Name ___________________________  Contact Information ___________________________

If the work is not completed by _________________, the grade will be changed to _______________.

deadline date ___________________________  default grade ___________________________

The maximum time for finishing incomplete course work is ONE YEAR from the end of the term in which the course was taken. Instructors may specify a shorter time and then submit a change of grade card after that date has passed. After one year, the incomplete grade will automatically be changed to the specified default grade. Grades do not automatically default upon a student’s graduation, so if the graduation date is prior to the year deadline, the instructor must change the grade before the student can graduate.

1. Specific details of the course work that student must finish to complete all requirements for this course:

2. The work specified above is equivalent to __________% of student’s final course grade. Please provide any additional details on how the final course grade will be calculated.

Signature of Student ___________________________  Date ___________________________

Signature of Instructor ___________________________  Date ___________________________

The agreement becomes valid only when signed by the Dean or Dean’s designee.

Dean or Designee ___________________________  Date ___________________________

Make four copies of the approved Agreement: The instructor gives one copy to the student and keeps one copy. The Chair of the Department keeps one copy, and one copy is sent to the Dean’s Office.