



**TEMPLE UNIVERSITY  
INCOMPLETE GRADE CONTRACT**

(Initiated by Instructor or Dean's Designee; Signees: Student, Faculty, Dean's Designee)

**Two conditions must exist for a student to be eligible for an Incomplete Grade Contract (Policy # 02.10.13):**

- **The reason that the student cannot complete the work for the course must be beyond the student's control and**
- **The student must have completed the MAJORITY of the work of the course at a PASSING level.**

**Complete the following if the student meets the conditions listed above:**

|  |                                  |                           |
|--|----------------------------------|---------------------------|
| _____<br>Today's Date  | _____<br>Semester                |                           |
| _____<br>Student's Name  | _____<br>TUID                    | _____<br>College/Major    |
| _____<br>Instructor's Name   | _____<br>Department/Program Name | _____<br>Instructor Email |
| _____<br>Instructor Phone  | _____<br>Course Title            |                           |
| Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> | _____<br>Course Number           | _____<br>Section          |
|  |                                  | _____<br>CRN              |

*The maximum time for finishing incomplete coursework is one year from the end of the semester in which the student took the course. Instructors may specify a shorter time and then submit a change of grade after that date has passed. If the incomplete grade has not been updated after one year from the end of the semester in which the student enrolled in the course, the incomplete grade (I) will be changed to the specified default grade.*

*To be completed by the Instructor:*

- If the work is not completed by \_\_\_\_\_, the grade of "I" will automatically be changed to \_\_\_\_\_ after one year. (designated date\*) (default grade)

However, if the work is completed by the above designated date, the "I" grade will be changed by the instructor according to the details of the Incomplete contract.

As of today's date, please indicate the following:

- Percent of total graded coursework completed \_\_\_\_ (e.g. 60%).
  - a. The student's work on this portion of the course is at a passing level: \_\_\_\_ Y \_\_\_\_ N
- Remaining coursework will comprise \_\_\_\_% of student's final course grade (e.g.40%)
- Specific details of remaining coursework required to complete the course (use reverse side of form, if necessary):

**The agreement becomes valid only when signed by the Dean or Dean's designee of the instructor.**

\_\_\_\_\_  
Signature of Student                      Signature of Instructor                      Signature of Dean or Designee

\_\_\_\_\_  
Date    Date    Date

Additional Notes (if needed by the Dean's Designee).

\*If no designated date is indicated by the instructor the default grade will take effect no later than one year from the end of the semester in which the student took the course. Seven-week or shorter duration courses in a Fall or Spring semester will follow the timeline as described for a full term course.