

## REGISTRAR'S OFFICE



To qualify for an incomplete grade (I), the student should have completed at least half of the coursework and with a passing average. The instructor will determine the deadline for completing the coursework, but in all cases, the incomplete grade must be replaced by a permanent grade within 6 months from the end of the semester. In no case will the incomplete grade remain on the transcript beyond 6 months from the date grades are due. Failure to complete the coursework within the prescribed period of time will result in the incomplete grade being converted to a permanent grade of F. This form must be submitted after an incomplete grade is assigned by the instructor, and the grade must be updated after completion of coursework by submitting a completed Grade Change Form.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Course Number, Section, & Term: \_\_\_\_\_

Completion Deadline: \_\_\_\_\_

Reason for assigning incomplete grade: \_\_\_\_\_

Assignments to be completed: \_\_\_\_\_

|                        |      |                      |      |
|------------------------|------|----------------------|------|
| Instructor's Signature | Date | Student's Signature* | Date |
|------------------------|------|----------------------|------|

\*A copy of the email communication (via the student's official TU email account) regarding the student and instructor agreement can be attached in lieu of the student's signature.

**RETURN THIS FORM TO THE REGISTRAR'S OFFICE AND THE ASST. DEAN**

**OFFICE USE ONLY**

Date Entered                      Bv (initials)                      Notes                      Rev. 5/13/25