



Agreement for Issuing an Incomplete Grade

Student's Name

TU-ID

College/Major

Course Name and Number

Undergraduate Graduate

Semester Year

Instructor's Name

If all of the work in the above course is not completed by _____[Deadline Date], the grade will be changed to _____ [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. Reason for the requested "Incomplete" grade

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

The work specified above is equivalent to at least _____% of the student's final course grade. (At least 50% of the work must be completed and above passing to be considered for an Incomplete 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 Chief Academic Officer as the Dean's designee.

Dean or Designee

Date