Temple University
Agreement for Issuing an Incomplete Grade

_____	_____
Student's Name	Social Security Number
_____	_____
College/Major	Course Name and Number
Undergraduate ☐ Graduate Student ☐	_____
	Semester/session Year
_____	_____
Instructor's Name	Department/Program Name

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. After one year, the incomplete grade will automatically be changed to the specified default grade.

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

Four Copies: 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.