

# TEMPLE UNIVERSITY

## POLICIES AND PROCEDURES MANUAL

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| <b>Title:</b>                      | Incomplete Coursework Policy<br>(Undergraduate and Graduate) |
| <b>Policy Number:</b>              | 02.10.13                                                     |
| <b>Issuing Authority:</b>          | Office of the President                                      |
| <b>Responsible Officer:</b>        | Provost                                                      |
| <b>Date Created:</b>               | November 12, 2002                                            |
| <b>Date Last Amended/Reviewed:</b> | January 2025                                                 |
| <b>Date Scheduled for Review</b>   | September 2028                                               |
| <b>Reviewing Office:</b>           | Undergraduate Studies                                        |

### Scope of Policy & Rationale

The Incomplete Coursework policy allows instructors to submit an Incomplete (I) for students unable to complete course work by the final grading deadline due to reasons beyond the students' control. This policy applies to undergraduate and graduate courses.

### Definitions

1. **Incomplete (I)** – A grade notation that signifies course work has not been completed by the final grading deadline of the part of term of the course. An Incomplete must be accompanied by an Incomplete Agreement.
2. **Incomplete Agreement** – A document completed and signed by the instructor and student that includes confirmation that the student meets the defined criteria, a list of remaining coursework to be completed, the date by which the work must be completed, and calculation of the Default Grade.
3. **Default Grade** – The course grade that will be recorded if the outstanding course work is not completed by the designated due date. The default grade is calculated based on the work completed at the time of the Incomplete Agreement and incorporates zeros for all missing work. The default grade will naturally be lower than the student's grade based on completed assessments only. Default Grades will typically be D or F.

## **Policy Statement**

An instructor may submit an “I” when a student:

1. has completed the majority of the work of a course at a passing level, but
2. has not completed the work of a course by the final grading deadline due to reasons beyond the student’s control.

The instructor and student must submit an Incomplete Agreement that includes confirmation that the student meets the defined criteria, a list of remaining coursework to be completed, the date by which the work must be completed, and calculation of the Default Grade.

The date by which the work must be completed may be no later than 60 days from the grading deadline of the part of term in which the student took the course.

Under exceptional circumstances, the instructor and student may request an extension of the completion date to no later than one year from the end of the grading deadline of the part of term in which the student took the course. This extension must be included in the Incomplete Agreement at the time of submission for review and final approval.

The signed Incomplete Agreement will be submitted for review and final approval to the School/College Dean’s Office of the course.

When submitting an “I” for a student, the instructor will also enter the Default Grade. If the instructor does not change the “I” to a letter grade or credit/no credit (undergraduate course) or pass fail (graduate course), pursuant to the Incomplete Agreement with the student, by one week after the date by which the work must be completed, then the appropriate University official shall automatically change the grade notation of “I” to the reported Default Grade, which shall appear on the transcript and be used for all other grading purposes as the actual grade received in the course.

## **Notes**

### **1. Dates of official enactment and amendments**

Adopted by the President on November 12, 2002. Effective on September 1, 2003.

Amended in January 2025, to be effective in Fall 2025; establishes definitions for Incomplete, Incomplete Agreement, and Default Grade; reduces the date by which the work must be completed from one year to 60 days, with the stipulation that the instructor and student may petition for an extension of up to one year. A review step is added in which the Incomplete Agreement is reviewed by the School/College Dean’s Office of the course. Language affording advisors the option of not permitting students to register for overloads if carrying Incompletes is omitted.

## **2. History**

This policy was amended in January 2025 as described above.

### **Supersedes**

All other policies and procedures related to incomplete coursework, and specifically “Incomplete Coursework” posted in the Academic Policies Section of the Undergraduate Bulletin, and #02.24.12, Incompletes (in its entirety), posted in the Graduate Policies Section of the Graduate Bulletin.

Secretary’s Note: This policy was previously identified as #03.12.13.

## **3. Cross References**

None