

 School of Pharmacy TEMPLE UNIVERSITY Quality Assurance/Regulatory Affairs Graduate Program	Temple University - School of Pharmacy 425 Commerce Drive, Suite 175 Fort Washington, PA 19034 Phone: 267.468.8560 Fax: 267.468.8565
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Policy on Incompletes

You may request an “I” (incomplete) for a course, if you have attended the majority of classes but have special circumstances (i.e., illness, death in the family) that prevent you from taking the final or finishing an assignment by the end of the semester. The “I” must be completed with and graded by the instructor with whom you originally took the course. If you wish to retake the course with another teacher, you must register again and pay tuition a second time.

Graduate School policy stipulates that students have one year to change an “I” into a letter grade. Before receiving an “I” for the semester, you must fill out an **Incomplete Form** (www.temple.edu/pharmacy_QARA/pdf/qara_Incompleteform.pdf) and return it to the QA/RA Office. It is your responsibility to have your instructor sign the form. Unsigned forms will not be processed. If the form is not submitted within two weeks of the end of the semester, you will automatically receive an “F” for the course.

You are responsible for completing the course work by the deadline you agree upon with your teacher and designate on the form. If that deadline is not met, the grade is automatically changed to the default grade.

We urge you to complete an unfinished course as quickly as possible. The maximum amount of time granted to finish an “I” is one calendar year. However, your teacher needs time to grade your work, and the QA/RA Office needs time to submit the paperwork to change the Incomplete into a final grade. Please respect the following deadlines:

All Incompletes taken in the fall must be completed no later than Dec 1 of the following year.

All Incompletes taken in the spring must be completed no later than Apr 15 of the following year.

All Incompletes taken in the first summer session must be completed no later than June 15 of the following year.

All Incompletes taken in the second summer session must be completed no later than August 1 of the following year.

If the final grade is not submitted within the calendar year, the “I” is automatically changed to the default grade of “F.” Students may not graduate with any incompletes on their transcripts. If you are close to graduation, please make sure you finish all coursework immediately.