



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

Form Requesting an Incomplete (I) for the Semester

If you wish to receive an "I" (incomplete) for a course, you and your teacher must complete and return this form to the QA/RA Office before the last class meeting. If you do not submit the form by the last class meeting, you will automatically receive an "F" for the course. You are also responsible for getting the form signed by your teacher. We strongly recommend that you finish your coursework as quickly as possible. The University allows a maximum of one year to finish an Incomplete. If course materials are not submitted by the deadline agreed to below, the "I" is automatically converted to the default grade of "F."

Name: _____ TUID: _____

Semester course was taken: _____

Course title: _____

Course number & section: _____ Crn number: _____

Faculty member: _____

Reason for incomplete: _____

Course work will be completed by**: _____

What is needed to complete the course: _____

Automatic Default Grade if Incomplete is not finished by deadline indicated on this form: ___F___

Student signature and date: _____

Faculty signature and date: _____

QA/RA staff signature and date: _____

**By signing this form, you agree to turn in the coursework by the deadline listed above. Failure to do so results in an automatic "F." The maximum amount of time to finish an Incomplete is one calendar year as outlined below:

- 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.