

# TEMPLE UNIVERSITY

## POLICIES AND PROCEDURES MANUAL

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**Title:** Incomplete Coursework Policy  
**Policy Number:** 02.10.13  
**Effective Date:** September 1, 2003  
**Issuing Authority:** Office of the President

### **Policy**

An instructor will file an “I” (Incomplete) only if the student has completed the majority of the work of the course at a passing level, and only for reasons beyond the student’s control.

An instructor may file an “I” when a student has not completed the work of a course by the time grades must be submitted, but has completed the majority of the work at a passing level and has a written agreement with the instructor and the department regarding completion of the work, including the nature of the work to be completed, the means by which the final grade will be determined, and the date by which the work must be completed. The completion date may be no later than one year from the end of the semester in which the student took the course. The agreement shall also specify a default grade to be received if the work is not completed by the date indicated. One copy of the agreement shall be retained by the instructor, one shall be given to the student, and one shall be filed with the department office or, in colleges or schools without departments, the Dean’s office.

When reporting the grade of “I” for a student, the instructor shall also file a report of the default grade. If the instructor does not change the grade of “I”, pursuant to the agreement with the student, by the end of one year from the time the grade of “I” was awarded, the appropriate University official shall automatically change the grade of “I” to the reported default grade, and the default grade shall appear on the transcript and be used for all other grading purposes as the actual grade received in the course.

Faculty advisers and staff advisers have the option of not permitting a student to register for an “overload” if the student is carrying one or more active incomplete courses, or for a “full load” if the student is carrying two or more active incompletes.

### **Notes**

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

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

**2. History:**

This policy supercedes 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