

## “I” (INCOMPLETE) REQUEST FORM

TO: Student Academic File

FROM: \_\_\_\_\_ Professor

SUBJECT: Granting of “I” Grade

\_\_\_\_\_ will receive an “I” grade in  
(student’s name) (student ID#)

\_\_\_\_\_ for the \_\_\_\_\_ semester \_\_\_\_\_.  
(course number and title)

A final grade must be posted online within 60 days of the completion of the course (last day of final exams). Students must submit their work to the instructor on an agreed upon date **prior to** the 60 day deadline so that the work can be evaluated and the grade submitted by the deadline. Failure to do so will result in assignment of the grade of “F.”

Agreed date for submission of work to instructor: \_\_\_\_\_

Deadline for a final grade to be posted: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Professor

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Associate Dean

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This request is necessary because of the following circumstances:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that failure to remove the “I” within 60 days of the completion of the course (last day of final exams) will result in a grade of “F” to be recorded in my permanent academic file.

\_\_\_\_\_ Date: \_\_\_\_\_  
Student’s Signature

cc: Professor  
Student

**Please return this form to the Office of the Associate Dean for Academic Affairs.**

## **POLICY AND PROCEDURE IN THE GRANTING AND REMOVAL OF THE “I” GRADE**

1. The grade of “I” (Incomplete) is sometimes granted by the faculty and signed by the Associate Dean. The “I” grade is not to be confused with the “W” grade (Withdrawal). Further, the “I” is never to be used in the event a student simply does not complete expected work on time (without prior arrangement due to the conditions described in point 2). At the end of a semester, missed work should be given no credit. There can be no extension of time granted the student to complete missed work.
2. The grade of “I” is granted because of truly exceptional circumstances beyond the control of the student that prevent the student from completing course work by the end of the semester.
3. The student will request the grade of “I” from the course instructor. A form is obtained from the Office of the Associate Dean for Academic Affairs and completed, listing reasons for the “I” grade and signed by the course instructor. This form should be returned to the Office of the Associate Dean for his/her signature.
4. The official time limit for completing work for the course, and thereby changing the “I” to another letter grade, is within sixty calendar days of the completion of the course (last day of final exams). If the “I” is not removed by that time, it automatically becomes an “F.” This means that the work must be submitted to the course instructor well in advance of this date to allow for course evaluation and posting of the replacement grade.
5. Any extension of the official time limit (the “official time limit” refers to the date by which the student is to have submitted the course work) must also be for truly exceptional circumstances beyond the control of the student and is by student request to the instructor combined with the completion of a form provided by the Office of the Associate Dean for Academic Affairs. **No extension shall be granted beyond the end of the semester in which the grade is to be removed.**
6. To remove an “I” from a student’s transcript, the instructor must submit a change of grade through the original grade roster available on the Faculty Center page at my.tcu.edu. The system will forward the grade change to the Associate Dean for Academic Affairs for online approval. Upon that approval, the grade will automatically be changed on the student’s transcript.
7. At every point, initiative and responsibility for requesting, extending, and removing an “I” grade, and completion of the forms involved in these operations within the time deadlines, lies with the student.