



Towson University Incomplete Grade Agreement

The grade of I (incomplete) is granted by the instructor when verifiable circumstances prevent a student from completing a course within the current term.

The I grade should be given only in cases where a student has already completed most of the coursework and has a reasonable expectation of successfully completing the remaining work required.

The I grade should not be granted/permitted at a point earlier in the term when a withdrawal is appropriate. Best practices can be found at [Incomplete Grades](#).

Prior to this form being sent to the student, the instructor and student must have a conversation addressing the following:

- Submission of documentation of circumstances beyond the student's control to the instructor.
- Designating a deadline for when all remaining work must be submitted to the instructor.
- Explaining that if the student fails to submit the remaining coursework by the deadline, the faculty reserves the right to assign a grade or to allow the incomplete grade to lapse to an F.

Once all items are discussed, this form should be completed and sent to the student as confirmation of all details discussed.

Course Information:

Course:		Section Number:	
Term:		Incomplete Deadline:	

Student Information:

Student Name:	
TU ID:	
TU Email Address:	

Faculty Information:

Faculty Name:	
Academic Department	
TU Email Address:	

Additional Notes:

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Any incomplete grade that is not resolved within 180 days after the end of the term will automatically lapse to an "F" grade.

NOTE: This form is to be kept by the faculty member for record keeping.