



Extension of Time to Remove an “Incomplete”

To the Registrar:

TCU ID# _____

Student’s Name

Has received an “I” grade in the following course:

Course Title & Number

Term & Year

The “I” grade is assigned for the following reason(s):

The extension has been granted for the following reason(s):

The student must complete all work required by the following date:

_____.

Failure to do so will result in a grade of “F” entered on the student’s permanent record.
No extensions are available.

Student’s Signature

Date

Professor’s Signature

Date

Dean’s Signature

Date

Cc: Instructor
Student
File
Registrar