



TEXAS TECH UNIVERSITY

College of Human Sciences

Office of the Dean

SUBJECT: Incomplete Grades

DATE: June 2022

PURPOSE: The purpose of this Operating Policy/Procedure is to provide guidelines for awarding grades of incomplete. Related [OP 34.12](#)

REVIEW: This OP will be reviewed when changes are necessitated by new college or university policies.

POLICY

As noted in [OP 34.12](#), the grade of I is given only when a graduate or undergraduate student's work is satisfactory in quality but, due to reasons beyond her/his control, course requirements have not been completed. It is not given in lieu of an F, W, PR, or NC. The instructor assigning the grade must stipulate in writing at the time the grade is given, the conditions under which the incomplete may be removed, and the specific date by which the make-up work is to be completed. The assigned work and a change of grade must be recorded within one calendar year from the date the I grade is awarded. Failure to do so results in an F for that course for graduate and undergraduate coursework. The incomplete (I) form should be initiated by the instructor of record online through the Office of the Registrar.

PROCEDURE

To submit an incomplete grade change, go to the [Registrar's website, faculty and staff resources](#). Select Grading Resources. The incomplete grade form, which will be submitted electronically, is located there.

DOCUMENTS INCLUDED

[OP 34.12 Grading Procedures, Including Academic Integrity](#)

[Faculty and Staff Resources](#)