Texas Lutheran University
Incomplete Grade Contract

Name: _____ ID#: _____

This contract must be completed by the faculty member assigning the grade and submitted to the Registrar's Office with all required signatures to receive a grade of incomplete (I). An incomplete is not an option in drop-down grading screens. It can only be assigned by the Registrar after completing and submitting this contract.

Course Name and #:	
Semester:	
Faculty Member:	

An incomplete (I) grade is being given for the course listed above. The following requirements remain to be completed:

The student must complete all requirements and submit them to the faculty member by the date defined below. It is up to the faculty member to determine the length of time the student may complete the requirements. However, the completion date may not exceed 60 days from the term's last day.

Date for Completion: _____

If requirements are not completed by the date above, then the grade will be a(n):

Default Grade: _____

Student Signature: _____

Faculty Signature: _____

Department Chair Signature: _____

Schedule changes are not effective until this form is filed in the Registrar's Office.

Updated: 9/2/2026