



COLLEGE of FINE ARTS

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.

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair or Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Dean's Signature

\_\_\_\_\_  
Date

Cc: Instructor  
Student