An incomplete is a temporary grade indicating that the student has a satisfactory record in the work completed but for unusual or unforeseeable circumstances not encountered by other students in the class and acceptable to the instructor is prevented from completing the course requirements by the end of the term. The instructor must give his/her permission for the student to receive an incomplete grade.

**Note: a copy of this form should be retained by both faculty member and student**

### Section 1: To be completed by student

Student’s Name ________________________________  
DePaul Student ID# ____________________________

Student’s E-mail address __________________________  
Phone: (______) _________________________

Course & Dept. ___________Section __________ Hours ______Year/quarter ________ (Fall; Winter; Spring; Sum I; Sum II)

Reason for Incomplete: ___________________________________________________________________________________

Signing this form indicates an understanding that:

- All outstanding work must be completed by the end of the 10th week of the second quarter after the incomplete is granted.
- If not completed by that time, your grade will automatically change to an F.
- If your instructor specifies an earlier deadline, you must abide by that deadline.
- You will not re-enroll or attend any other section of the course.
- You must work independently on all required assignments and exams, with instructor input as appropriate and when possible.
- Your instructor will assess your work in a timely manner after your work is submitted.
- Failure to complete all requirements by the arranged date may result in a failing grade.
- All grades must be final on a student’s record before a degree will be granted. If there is an incomplete grade on your record at the end of your final term, your degree will not be granted.

Student’s signature: _________________________________  
Date: _________________

### Section 2: To be completed by instructor

Instructor’s Name: ____________________________________

Deadline for Completion: _____________________________ (if prior to the 2 academic quarter maximum extension).

Assignments to be completed (if a paper, length and topic; if an exam, type and material covered):

Instructor’s signature: _________________________________  
Date: _________________

Please upload a copy of this form to BlueStar.