



# DEPAUL UNIVERSITY

## Driehaus College of Business

### Incomplete Grade Request Form

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:** \_\_\_\_\_