

Request for a Grade of Incomplete

The mark "I" (Incomplete) is intended for a student who has not completed the requirements of a course before the end of the quarter but who has made satisfactory arrangements with the instructor to complete the remaining work, completed the majority of the requirements of the course with work that is of a passing quality, and participated actively in the course. The student must submit the request for an Incomplete to the instructor before the end of the course. Approval to complete work late is at the discretion of the instructor and/or according to departmental policy.

Student's Name

UCID

Adviser's signature

Course and section (e.g. ENGL 29700 01)

Quarter and year (e.g. Autumn 2016)

Instructor's Name

Reason for Incomplete: _____

Work to be completed: _____

INSTRUCTOR – please indicate the following with a ✓:

The student has completed the majority of the course requirements with work that is of a passing quality: _____

The student has participated actively in the course: _____

Due Date: _____ In the absence of a due date, the grade for this course will be due at the end of one year.

If the work is not completed by the due date, the grade is to become _____. In the absence of a specified grade, the Incomplete will be changed to a W.

Instructor signature

Student signature

Date

Check this box to confirm that you have received the adviser's signature OR that you will attach or forward an email with the adviser's uchicago.edu email that proves their approval.

Check this box to confirm that you have received the instructor's signature OR that you will attach or forward an email with the instructor's uchicago.edu email that proves their approval.

Check this box to confirm that you have also signed this form.