Incomplete Grade Request Form

Section 1 (To be completed by the student. Submit form to instructor when complete)

DePaul ID #: ______________________
First Name: ___________________________ Last Name: _____________________________
Email: ___________________________ Phone: (___) _____ - ______________________
Course #: _________ Section #: _________ Quarter: _________ Year: ___________
Reason for requesting an incomplete: ____________________________________________
______________________________________________________________________________
______________________________________________________________________________

Signing this form indicates an understanding that:
• You should not re-enroll in the class
• You must work independently with your instructor regarding all required assignments and exams
• You are given a maximum of two academic quarters to complete all work. If not complete by that
time, your grade will automatically revert to a grade of F
• Your instructor may at any time use the online grading system to change your Incomplete Grade to a
letter grade when your work is complete
• Failure to complete all requirements by the arranged date may result in a failing grade.

Student signature: ___________________________ Date: ______________________

Section 2 (To be completed by the instructor. Submit form to Dean’s Office when complete)

Requirements for course completion: ____________________________________________
______________________________________________________________________________
Final date to fulfill requirements: _______________________________________________
Instructor name (please print): _________________________________________________
Instructor signature: ___________________________ Date: ______________________

Section 3 (To be completed by Dean/Associate Dean. Submit form to Academic Success Ctr. when complete)

Signature: ___________________________ Date: ______________________

Notes: An incomplete is given only for an exceptional reason. Any such reason must be fully documented
before an incomplete can be given. All incomplete requests must be approved by the Dean/Associate Dean.
A copy of this request will be placed in the student’s academic file and the student will be notified of the result
via email. All remaining requirements must be completed with the original instructor.