COLLEGE OF COMMUNICATION
CONTRACT FOR THE ISSUANCE OF AN INCOMPLETE (IN) GRADE

You must request an incomplete grade (IN) from your instructor using this form before the end of the course. Incomplete grades are issued only in exceptional circumstances that justify your inability to complete all coursework by the end of a quarter. The instructor may elect to deny this request.

1. Both the instructor and student should sign and keep a copy of the form.
2. Students: If you complete and submit the designated work before the established deadline, the instructor will evaluate your performance and file a grade change form.
   If the deadline passes, your IN will revert to an "F," pursuant to University policy.

Student Name:

DePaul ID Number:

Phone:

E-Mail:

Instructor Name:

Email:

Course Title:

Quarter / Year in which Incomplete (IN) is requested:

Reason for Incomplete (IN) request:

Student Obligations
You have up to two quarters (Summer not included) to submit all outstanding assignments due in order to complete the course requirements. *If a course instructor specifies an earlier deadline, you must abide by this deadline*. By accepting the grade of Incomplete (IN) for this course, you agree to submit all of the outstanding required assignments to the instructor by this deadline.

Final Deadline:

After this deadline, you have no further opportunity to make up the work for the course, and the grade will change to an F. I understand and accept the terms specified above:

Student Signature / Date:

Instructor Obligations
You agree to issue a student a grade of Incomplete (IN) for the present quarter and to accept and evaluate all assignments submitted (as specified below) by the deadline date. You also agree to submit a grade change by the end of the same quarter in which a student has submitted final work for the course. If the student does not complete all work by the deadline, the grade will automatically convert to F and you need not take any further action. I understand and accept the terms specified above.

Instructor Signature / Date:

All assignments to be submitted: