

**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 established deadline passes, your IN will revert to an "F," pursuant to University policy and the incomplete expiration date posted on the Academic Calendar.

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 established final deadline date (as specified above). 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 established final deadline, you agree to change the grade to an F as soon as the final deadline has passed. (Changing the grade to an F after the final deadline has passed rather than waiting for it to automatically revert to an F after 2 quarters aids Communication advisors in keeping students on track.) I understand and accept the terms specified above.

Instructor Signature / Date:

All assignments to be submitted:

University policies for Requesting and IN Grade:

From: <https://www.depaul.edu/university-catalog/academic-handbooks/graduate/graduate-academic-policies/Pages/grades.aspx>

IN is a temporary grade indicating that, following a request by the student, the instructor has given his or her permission for the student to receive an incomplete grade. In order to receive an IN grade, the student must have a) a satisfactory record in the work already completed for the course, b) encountered unusual or unforeseeable circumstances which prevent him/her from completing the course requirements by the end of the term, and c) applied to the instructor for permission to receive an IN.

From: <https://www.depaul.edu/university-catalog/academic-handbooks/graduate/graduate-academic-policies/Pages/grades-incomplete-and-research-expiration-policy.aspx>

Undergraduate and graduate students have at most two quarters to complete an incomplete. At the end of the second quarter (excluding summer) following the term in which the incomplete grade was assigned, the incomplete will automatically convert to an F grade.

A faculty member has the prerogative to assign a completion date earlier than the two quarter deadline (one semester deadline for the Law School) and this date will supersede the two quarter timeframe (one semester timeframe for the Law School) stated above.

Students must adhere to the incomplete grade request procedure of the academic unit offering the course for which they are requesting the incomplete grade.

Ordinarily no incomplete grade may be completed after the grace period has expired. Instructors may not change incomplete grades after the end of the grace period without the permission of a college-based Exceptions Committee.

In the event that the original instructor is no longer available to grade the work, the Department Chair, where applicable, or the Associate Dean will identify the faculty member who will resolve the incomplete.

NOTE: Incomplete grades are not encouraged in the student's final two terms of study. However the exceptional cases, where an incomplete is approved in his or her final term and for students with an incomplete grade in a course from the term immediately preceding their final term of study, may result in the denial of final degree certification for that term and the regular incomplete grade policy will then be enforced.

Students who have completed degree requirements, but have an IN grade that has not yet expired can elect to have the degree posted and the IN grade changed to a permanent incomplete, ING. This grade is permanent and cannot be changed in the future. The student can also elect to postpone degree conferral until the IN grade is resolved.