

### 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 make the request for an Incomplete to the instructor before the end of the course and submit this form by Friday of the first week of the following quarter. Approval to complete work late is at the discretion of the instructor and/or according to departmental policy.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
UCID

\_\_\_\_\_  
Adviser's Signature

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

\_\_\_\_\_  
Quarter/Year (e.g. Autumn 2021)

\_\_\_\_\_  
Instructor's Name

**Reason for Incomplete:**

**Work to be Completed:**

**INSTRUCTOR – please indicate the following:**

Student has completed the majority of the course requirements with work that is of passing quality.

Student has participated actively in the course.

Due date for outstanding work \_\_\_\_\_. In the absence of a due date, the grade for the course will be due at the end of one year.

If the work is not completed by the due date, the grade will become a/an \_\_\_\_\_. *If the coursework has not been completed within the specified time period and an extension has not been granted, the "I" will remain as a permanent mark on the student's transcript unless the instructor indicates a specific grade on the Incomplete Form.*

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Email approvals from the approver's uchicago.edu email address are permitted. Email approvals MUST be submitted along with the Incomplete Form. Forms without signatures or email approvals will not be accepted.

**Submit completed form to the Registrar's Office at [registrar@uchicago.edu](mailto:registrar@uchicago.edu).**