

**SCHOOL OF CONTINUING AND PROFESSIONAL STUDIES  
CONTRACT FOR THE ISSUANCE OF AN INCOMPLETE (IN) GRADE**

Student Name:	DePaul ID Number:
Phone:	E-Mail:
Instructor Name:	Email:
Course Title:	Quarter / Year:
If applicable, competencies for which the grade of IN is requested:	

**Student Instructions**

In order to request a time extension to complete your work, and to be eligible for consideration, follow these steps no later than week 10 of the quarter (or deadline as stipulated in syllabus for shorter courses):

1. Communicate your request to the instructor about receiving an incomplete grade.
2. Fill out this form
3. Submit this form to your instructor via email (word doc) [see timeframe above]

Explain the extenuating circumstances that prohibit you from completing the course requirements by the deadline, as stated in the syllabus.

List the assignments you still need to complete:

- Signature** – By checking this box and forwarding this contract to my instructor, I understand that:
- **The instructor has the discretion to approve or disapprove my request for time extension** (i.e., awarding of IN grade).
  - The instructor will specify the deadline for completion, not to exceed two quarters (Summer not included).
  - If my instructor specifies a deadline earlier than two quarters, I must abide by this deadline. After the deadline, I will have no further opportunity to make up the work for the course, and my grade will change to an F.
  - An IN grade does not count as academic progress for Financial Aid.

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**Instructor Signature and Deadline**

**Signature** – By checking this box and forwarding this contract to both the student and the college at [SCPSgradechange@depaul.edu](mailto:SCPSgradechange@depaul.edu), I agree to issue this student a grade of Incomplete (IN) and accept to evaluate evidence submitted (as specified above by the student, and amended by me, as needed) by the contract deadline. I also agree to submit a grade change request by the end of the same quarter in which a student has submitted the remaining work for my course. If the student does not complete a sufficient amount of work to pass the class by the deadline, I understand I need not take any further action and the grade will automatically convert to an F.

Additional work to be completed, if needed:

My deadline is:  Default 2 Quarters \_\_\_\_\_ quarter/year **OR**

My deadline is earlier : dd/mm/yy

**Instructor Signature for Denial of the IN Grade Request**

**Signature** – By checking this box and forwarding this contract to both the student and the college at [SCPSgradechange@depaul.edu](mailto:SCPSgradechange@depaul.edu), I am denying to issue this student a grade of Incomplete (IN).

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Updated June 2019