



Incomplete Grade Request Form

The Incomplete grade (I) indicates that a student registered for course credit, but has not submitted all coursework required for a quality grade.

Please see below for the criteria and process to request an Incomplete grade:

- The request for an Incomplete must be initiated by the student.
- The faculty member will determine the validity of the request and approve or deny the Incomplete grade request using this form.
- The completed form is submitted to the Dean of Students Office at humdos@uchicago.edu.
- Students borrowing federal loans should contact the Graduate Financial Aid Office to determine how a grade of I will impact borrowing eligibility.

Please see our divisional [Incomplete and Registered Coursework Policy](#) for more information.

Student's First and Last Name:

UCID:

Course Number and Title:

Instructor:

Term and Year:

Reason for requesting an incomplete:

Coursework to be completed:

Deadline for completion:

For Instructor:

Approve

Deny

Student signature: _____ Date: _____

Instructor signature: _____ Date: _____