

Office of the Registrar

Incomplete Process

June 2020



- 1) Student requests an Incomplete Grade from their instructor.
 - a. Incomplete grades will only be given in extenuating circumstances (death in the family, sudden illness, etc.).
 - b. Official documentation will be required (newspaper obituary, note from doctor on company letterhead, etc.) by the Office of the Registrar in order for the grade of “I” to be entered into the system.
 - c. Student should be in good standing and currently earning a passing grade in the course to be considered for an incomplete approval.
- 2) If the instructor agrees to the student’s request, the Incomplete Grade Authorization Form must be used and initiated by the instructor.
 - a. The form outlines what the student must complete (assignments, test, exams, etc.) and will need both the instructor and the student’s signatures.
 - i. Once the instructor completes and signs the form, it can be shared with the student to review and sign if in agreement.
- 3) Students should submit the signed Incomplete Grade Authorization Form *and* the supporting documentation to registrar@cuchicago.edu by the Friday before the last day of the courses session.
 - a. If official supporting documentation has been received by another CUC office, the document may be shared internally and must be shared by the Friday before the last day of the courses session.
- 4) If the Incomplete Grade Authorization Form *and* supporting documentation are received by the deadline, the Registrar will post the final grade of “I” on the course roster signifying that the process is complete.
 - a. When faculty enter their final grades, the I-grade will already be posted.
- 5) An email reminder will be sent to faculty regarding the 6-week final grading deadline.
- 6) If a Grade Change Form is not received by the Office of the Registrar at noon by the date notated on the [academic calendar](#), the temporary grade of “I” will automatically update to a grade of F.