

GRADES, INCOMPLETE (IN) AND RESEARCH (R) EXPIRATION POLICY

Incomplete (IN) Grade

An Incomplete (IN) grade is a temporary grade indicating that, following a request by the student, the instructor has given 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 them from completing the course requirements by the end of the term, and c) applied to the instructor for permission to receive an IN (see grade definition (<https://catalog.depaul.edu/student-handbooks/undergraduate/undergraduate-academic-policies/grades/>) (<https://courses.depaul.edu/university-catalog/academic-handbooks/undergraduate/undergraduate-academic-policies/Pages/grades.aspx>)).

Students must use the Incomplete Grade Request form (<https://business.depaul.edu/student-resources/graduate/advising/Pages/Incomplete-Grade-Request-Form.aspx>) to seek a grade of Incomplete (IN).

Students seeking an Incomplete must submit the form by the last day of classes for that term. The instructor must grant permission for the student to receive an IN grade through form workflow by the last day of final exams for that term.

Due to varying lengths of time in the calendar following the conclusion of each quarter, the grace period is generally defined by one regular quarter plus the relevant interim period as outlined in the Table below:

| Quarter in which Incomplete is Approved | End of Grace Period |
|---|------------------------------|
| IN approved for Autumn Quarter | End of Winter Quarter |
| IN approved for December Session | End of Summer 2 |
| IN approved for Winter Quarter | End of Summer 2 |
| IN approved for Spring Quarter | End of Autumn Quarter |
| IN approved for Summer | End of December Intersession |

The University Registrar will send multiple messages to students regarding the exact end date for their grace period. At the end of grace period, the incomplete will automatically convert to an F grade. In the case of the Law School, incompletes must be 124 completed by the end of the semester following the one in which the incomplete was assigned.

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

NOTE: Incomplete grades are not encouraged in the student's final term of study. Be aware that exceptional cases, where an incomplete is approved in the final term will likely result in the denial of final degree certification for that term, and the 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.

Exceptions to the Policy

- Regarding requests for an Incomplete: If circumstances prevent either the student or instructor from requesting an Incomplete by the deadline above, the instructor after consultation with the student may submit an extension request to the designated course-college Associate Dean or Exceptions Committee.
- Regarding accepting work after the grace period has expired: An instructor may not agree to accept a student's work after the grace period has expired without first obtaining approval for the extension from the designated Associate Dean or course-college Exceptions Committee. Once the Exceptions Committee agrees, the instructor may submit a Change of Grade.

Research (R) Grade

An R grade is given when a student is making satisfactory progress in a course that extends beyond the end of the term or in a project extending over more than one term. R grades, with the exception of students completing a thesis or a dissertation research course, must be completed within one academic year of the posting of the R grade or it reverts to an F grade.

A faculty member has the prerogative to assign a completion date earlier than the one academic year deadline and this date will supersede the one academic year stated above.

Ordinarily no R grade may be changed after the grace period has expired. Instructors may not change R 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 R grade.

Students who have completed degree requirements, but have an R grade that has not yet expired can elect to have the degree posted and the R grade changed to a permanent R grade. The RG (Research, Graduated) grade is permanent and cannot be changed in the future. The student can also elect to postpone degree conferral until the R is resolved.