NON-BOOTH STUDENT REQUEST FOR MARK OF INCOMPLETE

GUIDELINES:
1. The deadline to request a mark of Incomplete is Friday of Week 10 of the current quarter (Week 9 in Summer Quarter).
2. A mark of Incomplete is given at the discretion of the instructor. The manner and time period for completion of the work are agreed upon by the instructor and the student. If the instructor is unwilling to give a mark of Incomplete, the student should ask permission from the instructor to withdraw from the course.
3. Students must make up the Incomplete with the instructor who granted it.
4. Students may not make up an Incomplete by repeating the course in a subsequent quarter.
5. Students may not request a mark of Incomplete in the quarter of graduation.

I. TO BE COMPLETED BY THE STUDENT

Explain the reason for the request of an Incomplete mark:

___________________________________________________________________________________________
___________________________________________________________________________________________

How do you intend to make up the mark of Incomplete? Include a specific date by which you will submit your work:

___________________________________________________________________________________________
___________________________________________________________________________________________

I have read and understand the above guidelines regarding requesting and resolving marks of Incomplete.

____________________________________  __________________________________
Student’s Signature                      Date

II. TO BE COMPLETED BY THE INSTRUCTOR

☐ Approved according to the conditions in Section I

☐ Approved, with the following conditions:

___________________________________________________________________________________________
___________________________________________________________________________________________

____________________________________  __________________________________
Instructor’s Signature                   Date

Email the completed form to the Booth Registrar’s Office: boothregistrar@lists.chicagobooth.edu