

Student Name: _____ Student #: _____
Course: _____ Term and Year: _____

See Academic Regulation 10.3.4 of the Faculty of Arts and Science

Incomplete standing (IN) is a temporary designation reserved for a course in which a student who, because of extenuating circumstances beyond his or her control, has not completed all term work for a course or requests permission to defer the writing of a final examination.

A student seeking incomplete standing may be requested to provide, *at the instructor's discretion*, a medical certificate or other documentation that demonstrates extenuating circumstances. The date for the remaining requirements to be completed, or for the final examination to be written, should be reached by mutual agreement between the instructor and student. The latest date by which the course requirements may be completed is:

- Summer Term course: December 31 of the current calendar year
- Fall Term course: April 30 of the next calendar year
- Winter Term and multi-term course: September 15 of the current calendar year

Any further extensions based on extenuating circumstances will require a written appeal to the office of the Associate Deans (Studies), in the Faculty of Arts and Science, with support from the instructor.

To be completed by the instructor:

The remaining course work must be submitted to me or the final examination written by the date of _____
[*instructor, this date may be no later than the calendar deadlines stated above*], in which case I will calculate and submit your final grade; in the meantime, I will grant you a grade of:

[only one of the following two options may be chosen]

incomplete (IN) _____ [instructor, indicate IN on this line]
as you would otherwise fail this course if the work is not complete or final exam not written;

OR

an evaluative grade of _____ [instructor, enter a letter grade other than F]
as this is the grade you would otherwise achieve if the work is not complete or the final exam not written.

If the work is not completed by the date noted above, then:

if the notation "IN" appears on your transcript it will be removed and the grade of F (failure) will stand as your final grade for the course;

OR

If an evaluative grade has been placed on you transcript, that grade will stand.

Instructor's signature: _____ Date: _____

To be completed by the student:

I have read and understand Faculty of Arts and Science Regulation 10.3.4 (on second page of this form) concerning incomplete grades and I understand and accept the conditions specified above concerning the Incomplete Grade for this course. **I understand that any further extensions will require an appeal to the Office of the Associate Deans (Studies) with support from the instructor.**

Student's signature: _____ Date: _____

10.3.4 – Incomplete (IN)

Incomplete standing (IN) is a temporary designation reserved for a course in which a student who, because of extenuating circumstances beyond his or her control, has not completed all term work for a course or requests permission to defer the writing of a final examination. The student must have participated actively in the class and only one or two elements of the class may be outstanding. Students with extenuating circumstances who have been unable to complete the majority of the work in a class should consider an appeal to drop a class after the deadline rather than requesting an incomplete grade in the class.

A student seeking incomplete standing may be requested to provide, at the instructor's discretion, a medical certificate or other documentation that demonstrates extenuating circumstances, and must arrange with the instructor to complete a "Permission for an Incomplete Mark" form available from the Arts and Science website. The "Permission for an Incomplete Mark" form indicates the current letter grade for the course based on the work completed, the specific work yet to be finished and a date by which the outstanding work will be submitted. The date for the work to be completed should be reached by mutual agreement between the instructor and student. Incomplete work can be submitted no later than the end of the subsequent term.

In cases where a student will receive a failing grade if all outstanding work is not completed or the exam is not written, an IN grade will be submitted by the instructor. A grade of IN will not be included in the determination of a student's grade point average, and any course with an IN designation may not be counted for credit towards a degree program. If the outstanding work is not submitted by the end of the subsequent term, the IN grade will lapse to an F (Failure) and will be included in the student's grade point average.

In cases where a student will pass the course even if the outstanding work is not completed or the exam is not written, the actual earned letter grade will be assigned. The letter grade shall be included in the student's grade point average and may be counted for credit towards a degree program. If the outstanding work is not submitted by the end of the subsequent term, the original letter grade shall stand.

Any extensions beyond the end of the subsequent term must be based on further extenuating circumstances and will require an appeal to the Office of the Associate Dean (Studies) with support from the instructor (see Appeal of Academic Decisions, Section 3).