



## Permission for an Incomplete Mark

Student Name:	<input type="text"/>	Student #:	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
Course:	<input type="text"/>	Term & Year:	<input type="text"/>

### Faculty of Arts and Science Regulation 18c states:

Students with incomplete work may receive a final mark; they may alternatively receive a mark followed by IN provided that: the student requests an incomplete grade (prior to granting such a request, the instructor may require a written appeal and/or a medical certificate or other documentation that demonstrates extenuating circumstances); the student has written the final examination in a course for which a final examination was required; and the instructor agrees to accept the outstanding work. Instructors shall indicate to the student, in writing, the last acceptable date for the receipt of late work. If the instructor does not submit a revised mark before the appropriate deadline below, the notation IN will be erased from the transcript and the interim mark will stand as the final mark. The notation IN will be erased at the end of the next term, specifically:

- Spring and/or Summer Term courses: the end of the 13th week of the Fall Term;
- Fall Term courses: the end of the examination period of the Winter Term;
- Fall-Winter or Winter Term courses: the end of the examination period of the Summer Term;

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

<p><b>To be completed by the instructor:</b></p> <p>This is to confirm that I am granting you an interim mark of <input type="text"/> /IN for the course indicated above. For a limited period, this will be designated an Incomplete Mark with the notation "IN" on your transcript.</p> <p>The remaining course work must be submitted to me by the date of <input type="text"/> <i>[Instructor: please ensure that this date coordinates with calendar deadlines stated above],</i> in which case I will calculate and submit your final mark; otherwise, the notation "IN" will be removed from your transcript and the interim mark will stand as your final mark for the course.</p> <p><b>Instructor's Signature:</b> <input type="text"/> <b>Date:</b> <input type="text"/></p>
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<p><b>To be completed by the student:</b></p> <p>I have read and understand Faculty of Arts and Science Regulation 18c concerning marks of "IN," and I understand and accept the conditions specified above concerning the Incomplete Mark for this course. I understand that any further extensions will require an appeal to the Office of the Associate Dean (Studies) with support of the instructor.</p> <p><b>Student's Signature:</b> <input type="text"/> <b>Date:</b> <input type="text"/></p>
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*Original to Undergraduate Chair; Copies to Instructor and Student*

*Used with permission from Department of English*