

Incomplete (IN) Grades in Undergraduate Courses

This document is to be completed once both the student and the instructor of an undergraduate History course have agreed upon a plan for submission of incomplete coursework after the end of the term. In order to receive an IN grade or have the opportunity to submit incomplete coursework, the student must sign and submit this form to the course instructor before the last day of the term. The instructor will submit this form to the History Main Office prior to posting final grades.

Student's Name _____ Student Number _____
 Course Code _____ Course Term _____
 Instructor _____ Date _____

Assignments	Weight %	Grade Earned to Date	Extended Deadline for Remaining Assignments
	Total: 100%		

We have agreed that all outstanding work for this course will be submitted by the student no later than:

(day, month, year).

The student has completed _____ % of the coursework for this course. If the student were not to complete the remaining coursework, their final grade in this course would be _____.

If the grade above is a D- or above, the instructor will enter this grade into SOLUS and this grade will be temporarily reflected on the student's transcript until the student completes the remaining coursework. If the current grade is F, the instructor will enter IN in SOLUS. Once the remaining work is submitted and graded, the instructor will submit a grade change form to update the student's final grade.

The deadline for completing coursework cannot be later than one full term after the term in which the course ends: April 30th of the next calendar year for fall courses and August 31st of the current calendar year for winter and full-year courses.) The Registrar's office will change the "IN" to an "F" automatically on these dates. Any further extension will require written appeal.

 Instructor or Delegate Signature

 Student Signature

Date:

Date:

Faculty of Arts and Science, Academic Regulations

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 Grade or Deferred Examination" form available from the Arts and Science website. The "Permission for an Incomplete Grade or Deferred Examination" 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 GPA, 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 GPA.

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 GPA 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).