

**Queen's University
Department of History
Instructor-Student Agreement on
Incomplete Grades in Graduate Courses**

Due to exceptional circumstances, we have agreed that an Incomplete Grade should be entered for

Student's Name:

Student #:

Course #

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

_____ (day, month, year.)

This deadline 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.

Signature of Instructor

Signature of Student

Date: _____

Date: _____

Please return this form to the History Main Office. Please notify the Office immediately if work has not been submitted by the deadline herein agreed to.