



APPLICATION FOR INCOMPLETE GRADE

See incomplete grade policy on reverse. To request an incomplete grade, the student completes sections I and II and submits the form to the instructor. (Form may be emailed, but the student should communicate with the instructor.) If supported, the instructor specifies terms for completion of the course in section III and submits the form to the Office of the Registrar for the Registrar's signature. This form will not be accepted by the Registrar from the student.

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|---|-------------------|------------------------------|
| Section I – Student Personal Information | | |
| Student ID | | Date |
| Family Name | First Name | Middle Name |
| Program of Study | | |
| Major or Specialization | | Minor (if applicable) |

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| Section II – Request for Incomplete Grade | | |
| Course No. | Course Name | Term/Year |
| Reason for Request (attach accompanying supporting documentation) | | |
| Student Signature | | |

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| Section III – Instructor Approval (attach additional pages as necessary) | |
| Work Required to Complete the Course | |
| Plan for Completion of Work | |
| Instructor Signature | Completion Deadline (see reverse) |

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|--|-----------------|--------------------|-------------|
| Section IV - Approvals | | | |
| Registry Signature | | | Date |
| Department Head/ VP Academic approval if work completed after agreed completion deadline (see above) | Approved | Disapproved | Date |
| | ○ | ○ | |



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INCOMPLETE GRADE POLICY

Students are expected to complete class work by the prescribed deadlines. A student who fails to complete the required work for a particular course during the established time period of the semester can expect to receive a failing grade. However, where exceptional circumstances interfere in the completion of all the requirements necessary to pass the course such as acute illness, family emergency, death of a close relative, the student may apply to receive a grade of "Incomplete" (IN) in the course. The intention of an "IN" is to allow the student extra time beyond the end of the semester in question to complete the work. An "IN" will not be allowed for students who have simply fallen behind in submitting required work. The student must inform the instructor of the exceptional circumstances in question that warrant his/her desire to seek an "IN" by completing an 'Application for Incomplete Grade' form. It is expected that this form will be submitted to the instructor within a week of the event occurring and prior to the last day of classes, and be accompanied by appropriate supporting documentation (e.g., medical note from doctor, death certificate, etc.). If the instructor supports the request for a grade of IN, the instructor will complete the appropriate sections of the 'Application for Incomplete Grade' form and will then forward the form to the Registrar with all supporting documentation for the Registrar's signature.

In all circumstances, an "IN" grade must be approved by both the instructor and Registrar. Subsequent completion of the work following the end of the class may result in a passing grade by the class instructor, as long as the work is completed before the following deadlines:

| | |
|---|------------|
| Fall semester classes - | February 1 |
| Winter and full year (Sept. - Apr.) classes - | June 1 |
| May - June classes - | Aug 1 |
| May - August classes - | Oct 1 |

The "IN" will be removed from the student's academic record in accordance with the deadlines above. The student will receive a mark that reflects the work completed in the course.

After these deadlines, an "IN" can only be extended with the permission of the Department Head and Registry.