

Student Preferred 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 their control, has not completed all term work for a course or requests permission to defer the writing of a final examination.

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 petition to the office of the Associate Deans (Academic), 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 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 (Academic) with support from the instructor.**

Student's signature: _____ Date: _____