REQUEST FOR AN INCOMPLETE GRADE

Faculty may assign a grade of INC to a student who is for excused reasons unable to complete all course requirements. The student must request an extension of course work from the faculty prior to the end of the course. The normal time frame for an incomplete is 30 days from the end of the term, as agreed upon with the instructor. An INC (Incomplete) grade will be converted to the grade noted below 45 days after the end of term unless a grade adjustment form has been submitted to Enrolment Services.

A student registered in courses offered through university partners and who wishes to apply for incomplete status should consult the calendar of the university sponsoring the course and the faculty for specific directions on how to proceed.

Student ID # | Student Name (Print) | Date

I am requesting an incomplete grade from the following instructor for the course identified.

Year/Term	Course Code	Course Title	Instructor/Faculty (Print)

I understand that it is my responsibility to complete the work outlined by the instructor/faculty so that it may be graded and a grade submitted to Enrolment Services before the deadline. If I fail to complete the work, I will be assigned the grade listed by the instructor/faculty below.

To Be Completed By Instructor/Faculty

Request Reason (DO NOT provide personal information acquired during discussion with the student):

I have approved the student's request and am assigning an incomplete grade (INC) be recorded for the course and term specified. The student must complete the remaining work by the dates outlined below to ensure a grade is submitted for this work no later than the identified deadline.

Work to be Completed	Deadline Date

If Enrolment Services does not receive a grade adjustment form from me by the deadline date identified above they are to record the permanent grade of ___ for the student, which represents the grade for the portion of the course already completed using zero grades for incomplete work. (If no grade entered, an F will be recorded).

(Signature of Student) (Date) | (Signature of Instructor/Faculty) (Date)

(Student Email) | (Signature of Dean) (Date)

The completed form should be sent from the Dean to Enrolment Services. Upon recording the INC grade, a copy of this agreement will be sent electronically to the Student's UCN Email, and the student's Academic Advisor; the original will be placed on the student academic file.