## **INCOMPLETE GRADE REQUEST FORM**

## **Grade Definition**

INC (Incomplete) - a temporary grade that may be assigned by an instructor when incomplete coursework or a missed final examination is outstanding due to documented extenuating circumstances and there is a reasonable expectation that the student can and will complete the work according to the timelines specified.

For complete details regarding INC grades, <u>see Policy 170(a)</u>: <u>Undergraduate</u>, Undergraduate Course Grading, Academic Program Standing and Eligibility to Graduate. Note: Policy 46 has been renumbered to Policy 170(a): Undergraduate. General Information

- 1. Incomplete grades for Undergraduate, Law and Chang School courses are temporary grades that must be cleared no later than three months from the date official grades were available to students for the INC was assigned. INC grades that have not been resolved and/or revised by the 3-month deadline for completion will lapse to an F grade each term according to the following timelines:
  - April 15 for Fall Term courses
  - August 1 for Winter Term courses

November 30 for Spring/Summer Term courses

- 2. If this course is a prerequisite for a course being taken in the following term, the INC should be resolved and finalized on the student record on or before the last day to add classes for the term. Students are allowed to remain in classes until the INC is resolved. If the INC results in an F grade or if the INC grade is not resolved by the last day to add courses for each term, the student will be dropped from the course in which the prerequisite requirement is not achieved.
- 3. If a student has 2 or more INC grades outstanding at the start of a term, Academic Programs may apply restrictions around the number of courses a student can enrol in for the term.
- 4. Incomplete grades for Graduate courses must be cleared no later than the end of the next term.

## Student Information

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Career	INC Course De		ails	Term Incomplete Assigned	
$\bigcirc$	Law	Subject	!!!	Fall 🔘 Winter 🔵 Spring/Summer 🤇	$\supset$
0	Undergraduate	Catalog Number		Year:  II	
Ο	Graduate Studies	<b>Class Section</b>			
$\bigcirc$	Continuing Education				
Program					
I understand that the outstanding work of this course must be completed by the specified timelines. If outstanding work has not been con and the INC designation is not revised within the specified time frame, the INC designation will lapse to a failed (F) grade.					
	nding Work to be Completed				
	Course Work	am			
Assignm	ent Description			Due Date	
nstructo					
nstructo	PRINT NAME			TURE DATE	
nstructo Grade L	PRINT NAME			TURE DATE	

STUDENT RECORDS POD70, 350 Victoria Street, Toronto, Ontario, Canada MSB 2K3 https://www.torontomu.ca/registrar/ Tel: 416-979-5036 SROS Form September/2022