

# INCOMPLETE GRADE UPDATE FORM

Office Use Only	
Processed by	Date
<input style="width: 90%; height: 100%;" type="text"/>	<input style="width: 90%; height: 100%;" type="text"/>

**Instructions**

1. Incomplete grades for Undergraduate and Chang School courses must be cleared no later than three months after the submission of the INC grade.
2. Incomplete grades for Graduate courses must be cleared no later than the end of the next term.
3. If this course is a prerequisite for a course being taken in the following term, the INC should be resolved as soon as possible within the first 2 weeks of the new term. Students are allowed to remain in classes until the INC is resolved. If the INC results in an F grade, the department should drop the student from the course in which the prerequisite is not achieved.

**An INC grade may be assigned when:**

1. Course work is incomplete due to documented medical or compassionate grounds.
2. A final examination was missed due to documented medical or compassionate grounds.

**Grade Definition (<http://www.ryerson.ca/senate/policies/pol46.pdf>):**

INC - Incomplete course work or a missed final examination due to documented medical or compassionate grounds. An INC grade can be awarded only when some work remains to be completed and when the completion of the outstanding work or an alternative examination may result in a passing grade. The outstanding work or alternative examination must be completed by a specified date within three months of the submission of the INC, or by the end of the next term for Graduate courses. The INC will be replaced by an official course grade when the work is completed. If the work is not completed by the deadline, the INC will become a grade of F. The designation INC is not included in calculating the grade point average, nor is it counted as a transfer credit or a failed course. An INC can be changed to an AEG by a Dean under exceptional circumstances.

**Student Information**

Ryerson Student Number	Ontario Education Number (OEN) (Optional)															
Last Name (PRINT)	First Name(s) (PRINT)															
<p><b>Career</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">Undergraduate</td> <td style="width: 10%; padding: 5px;">Subject:</td> <td style="width: 10%; padding: 5px;"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">Continuing Education</td> <td style="padding: 5px;">Catalog Number:</td> <td style="padding: 5px;"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">Graduate</td> <td style="padding: 5px;">Class Section:</td> <td style="padding: 5px;"><input style="width: 100%;" type="text"/></td> </tr> </table>	Undergraduate	Subject:	<input style="width: 100%;" type="text"/>	Continuing Education	Catalog Number:	<input style="width: 100%;" type="text"/>	Graduate	Class Section:	<input style="width: 100%;" type="text"/>	<p><b>Term INC Assigned</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; padding: 5px;">Fall</td> <td style="width: 33%; text-align: center; padding: 5px;">Winter</td> <td style="width: 33%; text-align: center; padding: 5px;">Spring/Summer</td> </tr> <tr> <td style="padding: 5px;">Year:</td> <td colspan="2" style="padding: 5px;"><input style="width: 100%;" type="text"/></td> </tr> </table>	Fall	Winter	Spring/Summer	Year:	<input style="width: 100%;" type="text"/>	
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Fall	Winter	Spring/Summer														
Year:	<input style="width: 100%;" type="text"/>															
Program:																

**Component(s) to be Completed**

Assignment/Description	Date Due

Submit Assignments to: \_\_\_\_\_

I understand that the outstanding component(s) of this course must be completed by the date indicated. If outstanding component(s) are not received by the agreed-upon date, the grade earned in the course without the missing component(s) will be submitted as final.

**Student**

Print Name	Signature	Date
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**Grade Update**

The above student has completed the requirements for the listed class and is eligible for a final grade of: \_\_\_\_\_

**Instructor (REQUIRED)**

Print Name	Signature	Date
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**Chair/Director Approval (REQUIRED)**

Print Name	Signature	Date
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