**Graduate Request for an Incomplete**

**Graduate Regulations 6.06**

When a student does not complete work for a one-term half course or a two-term full course by the grade submission deadline, a grade of INC appears on the transcript. The INC will be changed to a grade if the work is completed by the grade submission deadline for the term following the one in which the INC was awarded. If a grade is not submitted by this deadline, the INC becomes a Failure.

A numerical grade submitted for an INC grade, or an F grade resulting from an INC, is final. The School of Graduate and Postdoctoral Studies will not consider a subsequent revision of either grade except on documented medical or compassionate grounds.

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**Student Name:** ________________________________  **Student ID:** ________________

<table>
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<tr>
<th>Course Number:</th>
<th>Term:</th>
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**Reasons coursework could not be completed within the set course schedule:**

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**Work to be still to be completed & submitted:**

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**Date Agreed Upon for Completion:**

*Note: Incompletes grant an extension for up to one term. A final grade is to be submitted by the Instructor 2 weeks after coursework is submitted.*

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**Student Signature**

**Date**

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**Instructor Signature**

**Date**

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**Graduate Chair Signature**

**Date**

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Submit completed form in person or electronically to:

Meghan Magowan, Graduate Program Coordinator, Western University, Department of Philosophy, Stevenson Hall Rm. 3146
1151 Richmond St., London, ON, Canada N6A 5B8  mtalbot3@uwo.ca  Tel. 519.661.2111 x.85744  (Updated: September 20, 2017)