

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.

Student Name: _____

Student ID: _____

Course Number:	Term:
Reasons coursework could not be completed within the set course schedule:	
Work to be still to be completed & submitted:	
<p style="text-align: center;">Date Agreed Upon for Completion: <i>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.</i></p>	

Student Signature

Date

Instructor Signature

Date

Graduate Chair Signature

Date

Submit completed form in person or electronically to:

Meghan Magowan, Graduate Program Coordinator, Western University, Department of Philosophy, Stevenson Hall Rm. 2150C
 1151 Richmond St., London, ON, Canada N6A 5B8 philgradoffice@uwo.ca Tel. 519.661.2111 x.85744 (Updated: November 30, 2021)