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:

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.

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)