

## 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: \_\_\_\_\_

<b>Course Number:</b>	<b>Term:</b>	
<b>Reasons coursework could not be completed within the set course schedule:</b>		
<b>Work to be still to be completed &amp; submitted:</b>		
<p align="center"><b>Date Agreed Upon for Completion:</b></p> <p align="center"><i>Note: Incompletes grant an extension for up to one term.</i></p> <p align="center"><i>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. 3146  
1151 Richmond St., London, ON, Canada N6A 5B8 [mtalbot3@uwo.ca](mailto:mtalbot3@uwo.ca) Tel. 519.661.2111 x.85744 (Updated: September 20, 2017)