Toronto Metropolitan University

INCOMPLETE GRADE REQUEST FORM

Grade Definition

INC (Incomplete) - a temporary grade that may be assigned by an instructor when incomplete coursework or a missed final examination is outstanding due to documented extenuating circumstances and there is a reasonable expectation that the student can and will complete the work according to the timelines specified.

For complete details regarding INC grades, see Policy 170(a): Undergraduate, Undergraduate Course Grading, Academic Program Standing and Eligibility to Graduate. Note: Policy 46 has been renumbered to Policy 170(a): Undergraduate.

General Information

1. **Incomplete grades for Undergraduate, Law and Chang School courses are temporary grades that must be cleared no later than three months from the date official grades were available to students for the INC was assigned. INC grades that have not been resolved and/or revised by the 3-month deadline for completion will lapse to an F grade each term according to the following timelines:**
   - **April 15 for Fall Term courses**
   - **August 1 for Winter Term courses**
   - **November 30 for Spring/Summer Term courses**
2. **If this course is a prerequisite for a course being taken in the following term, the INC should be resolved and finalized on the student record on or before the last day to add classes for the term. Students are allowed to remain in classes until the INC is resolved. If the INC results in an F grade or if the INC grade is not resolved by the last day to add courses for each term, the student will be dropped from the course in which the prerequisite requirement is not achieved.**
3. **If a student has 2 or more INC grades outstanding at the start of a term, Academic Programs may apply restrictions around the number of courses a student can enrol in for the term.**
4. **Incomplete grades for Graduate courses must be cleared no later than the end of the next term.**

Student Information

TMU Student Number: |___|___|___|___|___|___|___|___|___|

Last Name _____ **First Name** _____
(PRINT) (PRINT)

Career

- ☐ Law
- ☐ Undergraduate
- ☐ Graduate Studies
- ☐ Continuing Education

INC Course Details

Subject |___|___|___|___|
Catalog Number |___|___|___|___|
Class Section |___|___|___|___|

Term Incomplete Assigned

Fall ☐ **Winter** ☐ **Spring/Summer** ☐
Year: |___|___|___|___|

Program _____

☐ **I understand that the outstanding work of this course must be completed by the specified timelines. If outstanding work has not been completed and the INC designation is not revised within the specified time frame, the INC designation will lapse to a failed (F) grade.**

Student Signature_____**Date**_____

Outstanding Work to be Completed

☐ **Course Work** ☐ **Final Exam**

Assignment Description **Due Date**

_____ _____
_____ _____
_____ _____

Instructor _____ _____ _____
PRINT NAME SIGNATURE DATE

Grade Update

Once the outstanding course work is completed and submitted for grading by the student, the instructor will grade the work and submit a revised final course grade to the Registrar's Office using the Automated Grade Revision Process within three months from the date official grades were available to students for the term the INC was assigned. The INC will be replaced by an official final course grade when the work is completed and a final course grade is submitted by the instructor.

STUDENT RECORDS POD70,
350 Victoria Street, Toronto, Ontario, Canada MSB 2K3
https://www.torontomu.ca/registrar/
Tel: 416-979-5036
SROS Form September/2022

To learn about Toronto Metropolitan University Policy on the protection of personal information visit https://www.torontomu.ca/privacy/

Reset