

Incomplete Coursework Form

Every student on the class list must be assigned a final grade or an incomplete (INC). For each INC, an incomplete coursework form must be completed.

An INC is assigned if a student does NOT write the final examination, has not submitted the final assignment (which may be in lieu of a final exam), or if there is no record of the student.

DO NOT submit an incomplete coursework form if the final exam and/or final assignment has been completed. A final grade must be submitted.

The Academic Review Committee, NOT the instructor, determines whether a student is granted a deferred privilege.

The information provided on the incomplete coursework form assists members of the Academic Review Committee in making a decision as to whether a student will be granted a deferred privilege.

A student MUST request a deferred privilege and submit supporting documentation to his/her program counsellor, NOT the instructor. If documentation is submitted to the instructor, it MUST be forwarded to the program counselor of the degree program in which the student is registered.

Completing the Incomplete Coursework Form

Top portion of the form: Enter all of the requested information. It is important that the degree program for each student be included. This information is available from the class list.

Completed work: This is the mark the student has achieved without the missing components of the course. This should be stated as a percentage and will be what the student achieves if they do not complete a deferred privilege.

If you have an alternate grading scheme, if this final component(s) of the course are not completed, please state this. This should not be a pro-rated grade. Ex. If the student does not pass the midterm and the final exam they cannot pass the course and would achieve a max of 47%. This alternate grading scheme needs to be stated in the course outline.

Academic Misconduct: If there has been an allegation of academic misconduct and a decision has not been made prior to the grade submission deadline, please indicate this on the form. If the decision is pending but the student has completed all the requirements for the course please check the first box. If the student did not complete the final exam or any other final component of the course please check the second box and indicate what was missed in the final work not completed section.

Final Work Not Completed: please indicate all final exams, final assignments/labs etc and their due date. The percentages of work completed and work not completed should add up to 100%.

If the student did not complete a final assignment/lab/take home exam/oral exam/final practical exam, a deferred condition would be granted if warranted. The student would therefore be directed to contact the instructor directly to make arrangement to complete the necessary components.

If a deferred exam is granted, the Registrar's Office will schedule and supervise the deferred exam during the deferred exam period. If the instructor wishes to supervise the deferred exam then check the box under the "Did Not write the final exam."

Comments box: If there is information regarding why the student did not complete the final exam or final components, please add this information in this box. If there has been no record of student it can also be helpful to add this information in the comments box.