



Incomplete Grade Update Form

Instructions:

This form is due at the start of the term following the assignment of Incomplete (INC) grade. Incomplete grade for Graduate Courses must be updated in MyServiceHub according to the following deadlines: INC assigned in Fall term - April 15; INC assigned in Winter term - August 15 and INC assigned in Spring/Summer term - November 30.

An INC may be assigned when:

1. Course work is incomplete due to documented medical or compassionate grounds.
2. A final examination was missed due to documented medical or compassionate grounds.

Grade Definition (Policy 164):

INC: incomplete coursework or a missed final examination due to documented health or compassionate grounds. An INC can be awarded only when some work remains to be completed and when the completion of the outstanding work or an alternative examination may result in a passing final grade. The outstanding work or alternative examination must be completed by a specified date no later than the end of classes in the next term unless alternative arrangements have been made. The INC will be replaced by an official course grade when the work is completed, or with an "F" if not completed. An INC is not included in GPA calculations, not as a credit or failed course.

Student Information

Student name	_____	Student ID	_____
Program	_____	Term INC Assigned	_____
Course Code	_____	e.g. Fall 2020	_____
e.g. CV8100	_____		

Components to be completed:	Course Work	Final Examination
Assignment/Description:		Due Date:

Submit Assignments to: _____

I understand that the outstanding component(s) of this course must be completed by the date indicated. If outstanding components(s) are not received by the agreed-upon date, the grade entered in the course with the missing components(s) will be submitted as final.

Student's Signature	_____	Date	_____
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Instructor's Signature	_____	Date	_____
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NOTE to Instructor: when the grade is ready for submission, please revise directly in the Grade Roster in MyServiceHub.