

# Request for Incomplete Standing

Incomplete standing will normally be allowed only in cases where a student is unable to complete in proper time the work requirements of a course for reasons beyond the student's control (eg. illness, physical or emotional disability, loss of damage to work already completed or in progress, adverse seasonal effects on field or lab project). All acceptable reasons must be properly supported and documented by the academic department. **Failure by a student to organize effectively his or her work time in a course will not itself be considered an adequate reason, without additional cause.**

Name of student	Student ID
Dept / course code/ section / term / location	Will successful completion of this course make you eligible for graduation? <input type="checkbox"/> YES <input type="checkbox"/> NO
Reasons why incomplete standing is being sought <i>(acceptable and complete documentation must be provided to the academic department)</i>	

## TERMS OF THIS AGREEMENT

*Please refer to the deadlines regarding incomplete standing in the Academic Calendar*

1. The student will submit the work to the instructor on or before the following date:	
2. A final mark will be submitted by the academic department to the Office of the Registrar on or before the following date:	
3. If the incomplete work is not submitted, the student will receive the following numerical mark:	
4. If a final mark is not submitted to the Office of the Registrar by the date specified (#2), the student will receive the grade specified (#3) or a grade of "O" (whichever is higher).	

## SIGNATURES

*This request and agreement must be signed by the student, instructor, and chair*

Signature of student:		Date:
Signature of instructor:		Date:
Signature of chair:		Date:

**Completed forms must be provided to the Office of the Registrar before submission of final grades**