

Incomplete (IN) Grade Request

Regulation 4(b)

Faculty of Engineering &
Applied Science
Student Services Office



Please print NEATLY. Please ensure that ALL sections of the form are completed.

Submit to: Rm 300, Beamish-Munro Hall
Fax: 613-533-2721

Regulation 4 (b) If a student is unable to write the final examination or to submit required coursework because of incapacitating illness or other extenuating circumstances, a mark of "IN" (Incomplete) will be recorded for the course on the recommendation of the course instructor and the Department Head {or designate}, and approval by the Operations Committee. The submission of a mark of "IN" must be accompanied by documents supporting the request and by a proposed date of completion. In such cases, the course for which a mark of "IN" has been entered will be excluded when calculating term and cumulative averages of the student concerned. An "IN" on a transcript does not preclude the application of Regulations 2g and 10. If the student does not complete the course by the date set by the Operations Committee, the mark in the course will be changed to a mark reflecting zero grades on the missing components of the course.

- In the event that a student is unable to write the final exam or submit required coursework because of extenuating circumstances (as defined in <http://my.engineering.queensu.ca/Current-Students/absences-and-academic-accomodations.html>), the student MAY be eligible to receive an incomplete (IN) grade in the course.
- The student must first provide supporting documentation to be verified by the FEAS office before an "IN" grade request will be considered. For information regarding supporting documentation and procedures, visit <http://my.engineering.queensu.ca/Current-Students/absences-and-academic-accomodations.html>.
- The FEAS office will email the instructor (and copy the department and the student) a memorandum notifying them that the FEAS office has received appropriate documentation for the student's absence. Generic information about the duration of the student's absence and/or accommodation(s) will be included in the email.
- Once receiving this information, and upon a request by the student, the UG Assistant will initiate an Incomplete (IN) Grade Request Form, which will be reviewed by the instructor and the UG Chair of the Home department. If approved, the form will be forwarded to the Operations Committee for review.
- Pending approval of the 'IN' grade, the current grade based on all graded material to date (including incomplete material such as the exam) will be entered into the student's record (SOLUS).
- Should the Incomplete (IN) Grade Request be approved, the current default mark will be changed to an "IN" in the student's record until a mark change is submitted to the Faculty Office. If a mark change is not submitted on or before the completion, then the 'IN' will revert to the default mark.
- An 'IN' grade and the unit weight for the course are not included in the term and cumulative averages.
- Upper Year Incomplete rewrites will be scheduled for the September Supplemental Exam period, while most First Year course Incomplete rewrites will be scheduled during either the February, April, or June Rewrite period.

Student Information	Surname:	Given Name:	Student Number:
	Academic Plan/Sub-plan	Year of Study:	Queen's Email Address:

Course Information	To be completed by the Course Instructor (or by the Undergraduate Assistant in consultation with the Course Instructor):		
	Course Code/Number:	Proposed Date of Completion: <input type="checkbox"/> September Supplemental Exam Period <input type="checkbox"/> Other (please indicate)	
	Default Mark:	Do you support this request? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Additional Documentation: Are you aware or have you received supporting documentation for this request? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If no, please advise the student that supporting documentation MUST be submitted to the Faculty Office to support this request.		
	Course Instructor Name:	Course Instructor Email:	
	Signature of Course Instructor (or Undergraduate Assistant)*	Date:	
* Signature indicates that the course instructor (or department designate) acknowledges that the student has had adequate participation and performance throughout the term to justify an IN.			

CONTINUED ON THE NEXT PAGE

Course Information	To be completed by the Undergraduate Chair (of home department):		
	Do you support this request? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Signature of Undergraduate Chair*:		Date:
	*The signature of the UG Chair indicates that the student merits an IN within their program if adequate medical or other documentation is in place at the FEAS Office		
For Faculty Office Use Only	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Completion Date:	Comments:
	APC Chair Signature:		Date: