

**ANTHROPOLOGY GRADUATE PROGRAM  
INCOMPLETE GRADE FORM**

*To be complete if a student receives an Incomplete grade for the course.*

<b>Student Name:</b>	
<b>Student Number:</b>	
<b>Course Number:</b>	

**Please explain the reasons for issuing an incomplete grade:**

<b>Grounds for INC:</b>	
<b>What needs to be completed:</b>	
<b>Expected date of completion:</b>	
<b>Last date before an F is issued:</b>	
<b>Other information:</b>	

**6.06 INCOMPLETE COURSES (from the Faculty of Graduate Studies)**

When a student does not complete work for a one-term half course or a two-term full course by the grade submission deadline, a grade of INC appears on the transcript. The INC will be changed to a grade if the work is completed by the grade submission deadline for the term following the one in which the INC was awarded. If a grade is not submitted by this deadline, the INC becomes a Failure.

A numerical grade submitted for an INC grade, or an F grade resulting from an INC, is final. The Faculty of Graduate Studies will not consider a subsequent revision of either grade except on documented medical or compassionate grounds.

The INC grade does not apply to full courses that are longer than two terms (in these courses the interim grade of IPR stands until the student completes the course).

I understand what is required of me and the consequence of non-completion.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Chair's Signature

\_\_\_\_\_  
Date

**1 Copy to Student**

**1 Copy to Instructor**

**Original to Grad Office (3324)**