Incomplete (INC) Agreement Form – Faculty of Arts

Definition and use of INC grade

INC: Incomplete course work, no credit granted. *This grade should be assigned only in exceptional circumstances, and only by formal arrangement between the instructor and the student.* Instructors should not assign an INC simply because one element of the course requirements has not been submitted; *instead, the earned grade should be entered as the final grade in the course.* In a “true” INC, the instructor and the student have formalized an agreement to complete the work within a specific period of time, and *never any longer than one academic term* after taking the course. At that time, any INC grade still unrevised by the instructor will lapse to FTC (Failed to complete). Students with INCs on their records may not be recommended for graduation. **Note:** any student attempting to complete missing course work in the following term will in essence be carrying 6 courses; under the circumstances, this may not be in the best interest of the student.

Instructions

Important Information

- The form is to be used only by the Faculty of Arts, for Arts courses.
  - Students from other Faculties taking Arts courses should be using this form.
- To be used at the end of the term, when grades are being submitted.
  - If it becomes clear earlier in the term that a student will be unable to complete the work, the student should be encouraged to drop the course.
- **Earned grade:** The grade the student would receive if s/he were to receive 0 on the assessment in question.
- INC grades should only be submitted if an INC Grade Agreement Form has been submitted.
  - When there is no accompanying form, this means there is no agreement to complete the work and instructors should submit the earned grade in the course.
- Due to the various job titles used, for the purposes of this document, staff members responsible for collecting and managing the INC Grade Agreement Form will be collectively called “Undergraduate Assistant”.

Filling out the Form

- Either the student or the instructor can initiate the completion of the form.
  - The course instructor should fill out the Course Data section.

- Sample Course Data section:

<table>
<thead>
<tr>
<th>Course Data</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course (Subject &amp; Catalog Number)</strong></td>
<td>ECON 101</td>
</tr>
<tr>
<td><strong>Section Number (3 digits, e.g. 001)</strong></td>
<td>001</td>
</tr>
<tr>
<td><strong>Current earned grade</strong></td>
<td>55</td>
</tr>
<tr>
<td><strong>Deadline to Complete Course Work</strong></td>
<td>Sept 20 2012</td>
</tr>
<tr>
<td><strong>Course Work to be Completed (and % weight course grade)</strong></td>
<td>-Final exam (30%)</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>Student provided medical documentation. To write exam in my office.</td>
</tr>
</tbody>
</table>

June 12, 2012
• For online courses where the Centre for Extended Learning reschedules a missed final examination and the instructor is unaware of the date of the make-up examination, simply put “TBD by CEL” in the “Deadline to Complete Course Work” field and explain the situation in the “Notes” field. The more information that is provided on the form, the more concrete the agreement between instructor and student.

• Signature from both the student and the instructor are required. This ensures that neither party can initiate and complete the form without the other party agreeing to the terms.
  o There will be instances where either the student or instructor is unable to physically sign the form: e.g., studying online, on a co-op term, illness; instructor of out of the country, etc.,
    ▪ In these cases, an email clearly indicating the terms of the INC and that both parties are aware of, and agree to, the terms, is acceptable. The email must be attached to the submitted form.

**Submitting the Form**
Once the form has been completed and both signatures have been obtained, either the student or the instructor needs to drop off the original to the UG Office of the department offering the course.

• Forms should be completed and **submitted by the official grade submission deadline.**
  o When submitting grades, instructors who are aware that a particular student will complete the work before the grade submission deadline can simply leave the grade field blank on the class roster when submitting the grades for the rest of the class.
  o Reminder: Grades can be uploaded multiple times, so no need to wait until grades for all students are available!

• INC grades can be submitted **up to the official fully-graded date**, which is typically one month after the final examination period ends.
  o However, it is in the best interest of the student and the department to have INC grades submitted (along with the form), the soonest possible.

• In the case where the form has been submitted after the instructor has already submitted a numerical grade:
  o Follow the steps outlined below in “Changing the INC to a Numerical Grade”
  o Send a request to Kathy Giles in the Registrar’s Office to change the numerical grade to an INC.

• If a student has mistakenly submitted an INC Agreement Form to a main-campus departmental undergraduate office for a course offered at one of the four Federated University and Affiliated Colleges (FUAC) in the same discipline, please forward to the respective counterpart on behalf of the student. Students may not be able to discern the intricate complexities of the arrangements between main-campus and FUAC.
We recommend departments create a designated binder/folder to store the forms, and file the forms in order of the “Deadline to Complete Course Work” field, for ease of use.

The UG Assistant should then:
- Provide a copy, either hard copy or by email, to both the student and the instructor.
  - This ensures that everyone is on the same page.
- Send a copy of the form to the Arts Undergraduate Office, either hard copy (PAS 2439) or email (artsadvisor@uwaterloo.ca).
  - The AUO will be tracking usage for statistical purposes, and to assist in student advising.
- Verify that all INC grades submitted by the department’s instructors have an accompanying INC Grade Agreement Form; it is the Department’s responsibility to ensure that grades submitted by their instructors follow Arts’, and the University’s, grading practices.
  - Suggestion for proceeding: Undergraduate Assistants receive an automatic email with an attached spreadsheet (CSV file) when instructors submit grades electronically. (Note: Sample email and spreadsheet located at the end of this document)
    - When these files are received, open the file and search it for INC grades (or for blank fields).
    - Check with instructor to see if s/he has heard from the student and has a signed form:
      - If yes, the INC grade is appropriate; obtain the original form from the instructor.
      - If no, the INC grade has not been used appropriately; the instructor must change the INC to the current earned grade. This will usually prompt students into action.

The “Deadline to Complete Course Work” may extend beyond the usual FTC conversion dates:
- INCs from Fall term revert to FTC on April 1
- INCs from Winter term revert to FTC on August 1
- INCs from Spring term revert to FTC on December 1

In these cases, Kathy Giles needs to receive the following information (email to kegiles@uwaterloo.ca), to ensure the INC does not revert to an FTC automatically:
- Student Name and ID
- Course
- The deadline on the form

Kathy Giles will generate a master list of INC grades that can be used to compare against departmental lists and forms.
- When INC grades revert to FTC grades (with this process, they shouldn’t!), Kathy Giles of the Registrar’s Office will inquire further with departments.
Changing the INC to a Numerical Grade
When the student has completed the work and the instructor has graded it, Admin Assistants should:

- Send a Grade Revision request to the Registrar’s Office, by email Kathy Giles (kegiles@uwaterloo.ca) or by completing a Grade Revision Form.
- Retrieve the original completed INC Grade Agreement Form.
- Note the date of the request and the actual grade submitted under “For Department Use”.

The agreement is now deemed complete and the form can be filed as per usual department procedures.

If the student has not completed the work by the pre-determined deadline, Admin Assistants should:

- Verify that the instructor has not heard from the student regarding the matter and offered the student an additional extension.
  - If the student requires an extension from the original set deadline, a new form (and deadline) needs to be completed and submitted.
- Verify that the instructor isn’t in the process of grading the work.
- Submit the earned grade reported on the original form to Kathy Giles in the Registrar’s Office.

Sample Automatic Email from Grade Submission

From: psadm@mitumba4.uwaterloo.ca [mailto:psadm@mitumba4.uwaterloo.ca]
Sent: Tuesday, April 24, 2012 10:10 AM
To: Kathy Giles
Subject: Notification of Grade Action - HUMSC 301, Section 001

Please do not respond to this email.

This email is intended for Kathy E Giles. Please contact rogrades@uwaterloo.ca to notify them of the erroneous email address if you are not the intended recipient.

You are receiving this email because an electronic grade submission has been applied for HUMSC 301, Section 001. You are identified as satisfying one of the following criteria for notification:

- You submitted these grades
- You are the instructor of the course for these submitted grades.
- You are listed to receive notification for this course.

You will be contacted by the Office of the Registrar or the Graduate Studies Office if any errors exist in the final grade submission. Attached is a copy of the final grades recorded on the students' records.
Scan the grades column (above, Column F) for INC grades or blanks.