

Use this form to:

Arrange the completion of outstanding course elements after the end of a course term.

Instructions:

1. Complete sections 1
2. Discuss conditions of the agreement to receive an INC grade with the course instructor and together complete section 2
3. Obtain all required signatures (student, instructor, and student's advisor) & submit the form to the TS Graduate Coordinator

Deadlines: Fall – December 31; Winter – April 30; Spring – August 31

Section 1: Student information

University of Waterloo student identification number _____

Last name (s) _____ First name (s) _____

Study option: Coursework Applied Studies Thesis Advisor _____

Section 2: Incomplete grade arrangement

Course term/year: fall, year _____ winter, year _____ spring, year _____

Course (subject, number, section number): _____ Course title: _____

Deadline to complete course work: _____ *Current grade earned: _____

* If course work is not completed by the deadline, the INC grade will be changed to the current earned grade.

Coursework to be completed (and it's weight in total grade):

Notes: _____

Section 3: Approvals

By signing this agreement, the instructor confirms that

1. The instructor is assigning a grade of INC.
2. Both instructor and student are aware of the deadline to complete the course work.

Student: _____ Date (mm/dd/yy) _____

Instructor: _____ Date (mm/dd/yy) _____

Advisor: _____ Date (mm/dd/yy) _____

Extension Process:

Any extension to the deadline set above requires the permission of the instructor, advisor, and TS director. Students must complete all outstanding INC courses before registering for the next academic term. If an extension is not granted, the INC grade will be changed to the current earned grade.

Rational for extension: _____

Extended Deadline to complete: _____ *Current grade earned: _____

Student: _____ Date (mm/dd/yy) _____

Instructor: _____ Date (mm/dd/yy) _____

Advisor: _____ Date (mm/dd/yy) _____

TS Director: _____ Date (mm/dd/yy) _____