

Faculty of Arts and Science  
Queen's University



Permission for an Incomplete Grade (see Academic Regulation 10.1.4)

Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_  
Course: \_\_\_\_\_ Term and Year: \_\_\_\_\_

See Academic Regulation 10.1.4 of the Faculty of Arts and Science  
Incomplete standing (IN) is a temporary designation reserved for a student who, because of extenuating circumstances beyond the student's control, has not completed all work for a course and requests permission to defer the writing of a final examination.

The date for the remaining requirements to be completed is: \_\_\_\_\_

OR

Instruction: enter a letter grade other than F]  
Achieve if the work is not complete or the final exam not written.

If the work is not completed by the date noted above, then:

if the notation "IN" appears on your transcript it will be removed and the grade of F (failure) stand as your final grade for the course.

Information collected on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected will be used to make a decision regarding your request for permission of an incomplete grade. This information will be retained for a minimum of five years in accordance with the Queen's Records Management Policy 2003 unless a decision is made by Associate Dean (Studies) which results in the immediate removal of all records related to the request. If you have any questions or concerns about the information collected or how it will be used, please contact the Faculty of Science at 613-533-2470.