

Instructions and Timeline for Requesting Incomplete Grade Status

JOINT GRADUATE PROGRAM IN COMMUNICATION & CULTURE
YORK UNIVERSITY

Deadlines

Grades must be reported within a couple of weeks of the start of a new term for courses which ended the term before. For Communication and Culture students at both Ryerson and York these deadlines are:

- › January 15 for a fall term course;
- › May 15 for a winter term course or a fall-winter course; and
- › September 15 for a summer term course.

IMPORTANT: these are the dates by which the programme must report the grades to the Registrar's Office at each University. Therefore, course work must be submitted in enough time for the instructor to transmit the grades to the programme office a couple of days prior to the deadline. Make sure you know exactly when your instructors want the work handed in.

Incomplete Grades

Please note the following regarding incomplete grades.

In Communication and Culture, an Incomplete is not automatic, it must be requested by the student, otherwise, it is quite feasible that you could end up with a failing grade. Students who cannot complete their work on time **MUST** fill out a form to request an incomplete grade (see attachment or request a hard-copy from your programme administrator). The request must include a clear explanation of why the work is not complete and a timetable for getting it done. The request must be approved by the course instructor then forwarded to the programme office.

The deadline for removal of an Incomplete is within two months of the reporting deadline for a three credit (half) course; and four months from the reporting deadline for a six credit (full) course. If the Incomplete grade is not removed by the end of the specified period, it will become a grade of "F". For extensions beyond the normal incomplete deadline, please see your respective programme assistant for regulations and procedures. Please note that normally extensions are granted only on compassionate grounds for circumstances beyond your control.

For the sake of clarity – the following is the schedule for reporting grades and removing an Incomplete.

- Fall term half course – grade due 15 January; remove “I” by 15 March
- Winter term half course and fall/winter full or half course – grade due 15 May; remove “I” by 15 July (half course); 15 September (full course).
- Summer term half or full course – grade due 15 September; remove “I” by 15 November (half course); 15 January (full course).

If you have any questions, please do not hesitate to contact either Jo Ann Mackie (Ryerson) or Diane Jenner (York).