

# GRADUATE PROGRAM IN POLITICAL SCIENCE

## Incomplete Grade Request

Please submit this form to the Graduate Program Office by the grade due date (January 15; May 15; September 15) in order to ensure that your grade doesn't automatically turn into an 'F'.

According to the Faculty of Graduate Studies rules, no more than the equivalent of one full course can be carried as "incomplete" at one time. Full year courses can carry an "incomplete" for 4 months; half year courses can carry an "incomplete" for 2 months.

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Fall Term \_\_\_\_\_ (Year)       Winter Term \_\_\_\_\_ (Year)       Summer Term \_\_\_\_\_ (Year)

The following assignments remain outstanding (type, value original due date):

Do you currently have, or are you planning to request, any other incompletes at this time? (If so, the GPD may wish to meet with you in order to ensure that you are appropriately supported)

I will complete this work according to the following schedule:

Date: \_\_\_\_\_ Student's Signature \_\_\_\_\_

\_\_\_\_\_  
Course Director's Name (please print)

\_\_\_\_\_  
Course Director's Signature or attached E-mail

Date: \_\_\_\_\_ Program Director's Signature \_\_\_\_\_