



FACULTY OF EDUCATION INCOMPLETE GRADE STATEMENT

FACULTY OF EDUCATION

Duncan McArthur Hall
Queen's University
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educ.queensu.ca

The Incomplete (IN) grade is a temporary designation which is used when, in the judgement of the instructor, a student merits an extension of time for the completion of a course. An "IN" grade may be granted in cases where a student is unable to complete course requirements within the timeframe of the course. Incomplete (IN) is automatically converted to a Fail (F) if the candidate has not successfully completed the course by the time specified or, in any event, no longer than 120 days from the original completion date of the course.

Student's Name:	Student Number:
Student's Email Address:	
Academic Year:	Term: F W S
Course Instructor:	Course Number:

The candidate will submit the following outstanding course requirement(s) on or before the due date(s) indicated below.

Course work/Assignment	Due Date
1.	
2.	
3.	

If the work/assignment(s) is not completed by the final due date indicated, the candidate's grade will be changed automatically from "IN" to "F" (Fail).

Submission Details:

The instructor must email the completed form to the teacher candidate and copy the Faculty of Education Student Services Office at educstudentservices@queensu.ca.

Date Submitted: