

*Bachelor of Health Sciences (Honours) Program*  
**Permission for an Incomplete Grade**  
Queen's University

*Bachelor of Health Sciences (Honours) Program Office*

[bhsc@queensu.ca](mailto:bhsc@queensu.ca)

613-533-2566

Botterell Hall, Room 563

18 Stuart Street

Kingston, ON

K7L 3N6

Name:	<input type="text"/>	Student #:	<input type="text"/>
Course:	<input type="text"/>	Term and Year:	<input type="text"/>

See *Bachelor of Health Sciences (Honours) Program Academic Regulation 10.2.4*

Incomplete standing (IN) is a temporary designation reserved for a course in which a student who, because of extenuating circumstances beyond his or her control, has not completed all term work for a course or requests permission to defer the writing of a final examination.

A student seeking incomplete standing may be requested to provide, *at the instructor's discretion*, a medical certificate or other documentation that demonstrates extenuating circumstances. The date for the remaining requirements to be completed should be reached by mutual agreement between the instructor and student. The latest date by which the course requirements may be completed is:

- Summer Term course: December 31 of the current calendar year
- Fall Term course: April 30 of the next calendar year
- Winter Term and multi-term course: September 15 of the current calendar year

**Any further extensions based on extenuating circumstances will require a written appeal to the office of the Associate Director (Studies), in the *Bachelor of Health Sciences (Honours) Program*, with support from the instructor.**

**To be completed by the instructor:**

The remaining course work must be submitted to me or the final examination written by the date of \_\_\_\_\_ in which case I will calculate and submit your final grade [*instructor, this date may be no later than the calendar deadlines stated above*]; in the meantime, I will grant you a grade of:

*[only one of the following two options may be chosen]*

incomplete (IN) \_\_\_\_\_ [*instructor, indicate IN on this line*] as you would otherwise fail this course if the work is not complete or final exam not written;

*OR*

an evaluative grade of \_\_\_\_\_ [*instructor, enter a letter grade other than F*] as this is the grade you would otherwise 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) will stand as your final grade for the course;

*OR*

If an evaluative grade has been placed on you transcript, that grade will stand.

Instructor  
Signature:

Date:

**To be completed by the student:**

I have read and understand *Bachelor of Health Sciences (Honours)* [Academic Regulation 10.2.4](#) concerning incomplete grades and I understand and accept the conditions specified above concerning the Incomplete Grade for this course.

**I understand that any further extensions will require an appeal to the Office of the Associate Director (Studies) with support from the instructor.**

Student  
Signature:

Date: