

Application For Incomplete



Normally, course work (not including final exams) that is not completed by the last day of lectures is given a grade of “F” (zero). Students who require extensions of this deadline due to extenuating circumstances may apply to instructors for an incomplete in a course or courses. Extenuating circumstances include illness, severe family difficulty, or circumstances beyond the student’s control.

Students are responsible for completing the form in consultation with the appropriate instructor and submitting this form with any supporting documentation to the Registrar’s Office in Student & Enrolment Services **on or before the last day of lectures** for the specified course.

TO BE COMPLETED BY THE STUDENT		
Last Name	First Name	Student ID Number
Instructor Name	Course Name & Number	Academic Year and Semester
I understand that I must complete the course work as stated below, or I shall not be given any further consideration and shall be assigned a grade of “F” (zero) for the incomplete work. Signature of Student		Date

Work to complete:
Date to be completed:

CURRENT SEMESTER (Check only one)	THE INSTRUCTOR MUST SUBMIT A COMPLETED CHANGE OF GRADE FORM to the Registrar’s Office before 4:00 p.m.* on:
Fall Semester:	January 15 th immediately following the fall semester.
Winter Semester:	May 15 th immediately following the winter semester.
Spring Term 1:	Summer Term 1: the 5 th day after the final class day for that term
Spring Term 2:	Summer Term 2:

* If this date falls on a weekend, the grade must be submitted on the next business day.
The Change of Grade Form is available on Online Services for Faculty

Instructor Name
Signature of Instructor Date

TO BE COMPLETED BY THE REGISTRAR’S OFFICE		
Completed form received by the Registrar’s Office	Initials	Date