

REQUEST FOR INCOMPLETE GRADE AND TIME EXTENSION FORM

Please read this form carefully before completing it.

Name: _____

I am requesting an **Incomplete Grade/Time Extension** for (course number and name, session/semester):

Reason for request: _____

If this request is approved, I will have the course work completed by (date, as below): _____

I clearly understand the Booth College Academic Policy regarding an Incomplete Grade:

Students who are unable to complete the term work prescribed for a course or field education practicum/internship may apply to the instructor within the two weeks **prior to** the end of classes, practica or a term for an incomplete grade and time extension for completion of work. It is understood that the student is to write the final examination at the scheduled time (if one is required in the course).

A grade of Incomplete may be granted by the instructor only when the **major portion** of the course work has been completed satisfactorily, but some requirement or requirements have not been completed. The request must have the approval of the instructor before it will be processed further. Following are the maximum time extensions possible based on course end dates, with the course work being post-marked no later than deadlines.

Semester or Term of Course Start Date	Month of Course End Date	Maximum Time Extension Deadline
Winter Semester	June	01 October
Winter Semester	July	01 November
Spring/Summer Term	August	01 December
Spring/Summer Term	November	01 March
Fall Semester	December	01 April
Winter Semester	April	01 August

The Incomplete Grade fee of \$25.00 per course must accompany this request form. Payment Options: Cheque, Money Order, Interac (in person only) or Credit Card. For credit card payment by VISA or MasterCard, please note: Name of Card Holder, Account #, Expiry Date (Month/Year), amount paid and signature.

Taking into account the results of the final examination, the value of the term work completed and the extent of the incomplete work, **the instructor will calculate the temporary grade** using a zero value for incomplete work. This grade, preceded by the letter "I" (e.g. "IF" "IB" "INP" etc.) shall be recorded on the appropriate grade sheet and forwarded to the Registrar.

If the final grade is not reported within one month of the extension deadline, the letter "I" will be dropped and the grade remain as awarded. When circumstances warrant, the Academic Dean may extend the date by which an incomplete grade must be cleared. Students must submit a written request for such extensions, with the concurrence of the instructor, prior to the expiration of the maximum deadline date.

This completed request form is to be presented to the Instructor or the Registrar within the last two (2) weeks of the semester/term. Students will be notified if the request has been granted or not.

Signatures:

Student's Request	Date	Registrar	Date
Instructor's Approval Decision <i>(If approved, please note temporary Incomplete Grade on this form.)</i>	Date ↑ Incomplete Grade	Enrollment Counsellor	Date and Receipt #