

## INCOMPLETE GRADE REQUEST AND AGREEMENT FORM

### PLEASE READ INSTRUCTIONS BEFORE SUBMITTING THIS FORM

- A student-initiated request must be made within fifteen (15) calendar days of the course end date by submitting this form to the instructor.
- If the instructor, in consultation with the Department Chair, determines a grade of IN is appropriate, they are responsible for entering the grade in the student information system or submitting a grade change form, if applicable.

Reference: *Grading Policy* and *Grading Procedure*

### PART 1 STUDENT & COURSE INFORMATION

MacEwan ID	Family (Last) Name:	First Name:	Middle Name:
Program:			
Course: _____	Section: _____	Course Name: _____	Term: _____

### PART 2 STUDENT INITIATED REQUEST - To be completed by the student within 15 calendar days of the course end date.

1. I am requesting my course end date be extended to: \_\_\_\_\_
2. Reason for request:

Date: \_\_\_\_\_ Student's Signature \_\_\_\_\_  
(Typed name will be accepted if sent from a student@mymacewan.ca email account)

### PART 3 TO BE COMPLETED BY INSTRUCTOR

1. Course work must be submitted to the Instructor by: \_\_\_\_\_  
(default completion deadline is 60 calendar days from original course end date, unless otherwise stated)
2. If the course work is not submitted by the above date the Office of the University Registrar shall record a lapse grade of \_\_\_\_\_
3. If a grade change is not submitted to the Office of the University Registrar within 5 business days of the deadline, the lapse grade will be recorded on the student record (default lapse grade of F will be assigned unless otherwise stated).
4. Instructor Comments: \_\_\_\_\_

### PART 4 FINAL AGREEMENT

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Typed name will be accepted if sent from a student@mymacewan.ca email account)

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The Instructor is responsible to inform the student of the final decision and any conditions, and enter grade of IN on the student record or submit Grade Change Form, if applicable.*

*The Chair is responsible to submit this form to the Office of the University Registrar **only** if the completion deadline and lapse grade is different than the defaults noted in Part 3. Otherwise, the form should be retained with the faculty student file.*

### OFFICE USE ONLY

PROCESSED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

### FREEDOM OF INFORMATION & PROTECTION OF PRIVACY