

EXTENSION OF INCOMPLETE GRADE AGREEMENT FORM

PLEASE READ INSTRUCTIONS BEFORE SUBMITTING THIS FORM

- An extension to the previous agreed upon deadline may be considered in exceptional circumstances.
- A student must submit this form to the instructor before the submission deadline, as set in the initial Incomplete Agreement.

Reference: *Grading Policy and Grading Procedure*

PART 1

STUDENT & COURSE INFORMATION - *To be completed by the student before the previously agreed upon submission deadline*

MacEwan ID	Family (Last) Name:	First Name:	Middle Name:
Program:			
Course: _____	Section: _____	Course Name: _____	Term: _____
The previous agreed upon deadline for submission of course work was: _____			

PART 2

STUDENT REQUEST

1. I am requesting an extension to the previous Incomplete Agreement to extend my course end date to: _____
2. Reason for request:

3. I understand no further extensions will be considered: Yes

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: _____
(cannot exceed 16 weeks following the original course end date)
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.

The Chair is responsible to submit this form to the Office of the University Registrar.

OFFICE USE ONLY

PROCESSED BY: _____ DATE: _____

FREEDOM OF INFORMATION & PROTECTION OF PRIVACY