

# INCOMPLETE GRADE REQUEST AND AGREEMENT FORM

Students may request a temporary grade of incomplete (IN) and an extension to complete coursework due to Exceptional Circumstances. Requests must be made within 15 calendar days of the course end date by submitting this form to the instructor. *Reference: [Grading Policy](#) and [Grading Procedure](#).*

## PART 1 STUDENT & COURSE INFORMATION (To be completed by student)

MacEwan ID:	Family (Last) Name:	First Name:	Middle Name:
Program:			
Course #:	Section #:	Course Name:	Term and Year:

## PART 2 REQUEST (To be completed by student)

**Requested extension date:** DD \_\_\_\_\_ MM \_\_\_\_\_ YYYY \_\_\_\_\_

Reason for Request:

I understand that by proceeding with an Incomplete Grade Request, I will be graded on all coursework completed. Exception requests for missed withdrawal deadlines will not be considered.

**Student Signature:** \_\_\_\_\_ **Signature Date:** DD \_\_\_\_\_ MM \_\_\_\_\_ YYYY \_\_\_\_\_  
*A typed name will be accepted if sent from the student's @mymacewan.ca email account.*

## PART 3 CONSIDERATION REQUIREMENTS (To be completed by instructor)

1. Coursework must be submitted to the instructor by: DD \_\_\_\_\_ MM \_\_\_\_\_ YYYY \_\_\_\_\_  
*The completion deadline is recommended to be no more than 60 calendar days from the original course end date.*
2. If coursework is not submitted by the above date, the Office of the University Registrar will record a lapse grade of \_\_\_\_

Instructor's Comments:

*If a grade change form 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).*

## PART 4 FINAL AGREEMENT

**Student Signature:** \_\_\_\_\_ **Signature Date:** DD \_\_\_\_\_ MM \_\_\_\_\_ YYYY \_\_\_\_\_  
*A typed name will be accepted if sent from the student's @mymacewan.ca email account.*

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

**Chair Signature:** \_\_\_\_\_ **Signature Date:** \_\_\_\_\_

*The instructor is responsible for sending the student the final agreement. The instructor will then be responsible for entering the grade of IN on the student record or submitting a Grade Change Form, if applicable. The Chair is responsible for submitting this form to the OUR.*

## OFFICE USE ONLY

**Processed by:** \_\_\_\_\_ **Process Date:** \_\_\_\_\_

CLEAR FORM

**PERSONAL INFORMATION COLLECTION NOTICE**

The collection of the personal information requested in this form is authorized under section 4(c) of the *Protection of Privacy Act* (POPA). It will be used for administration of services and management of student records and will be entered into and retained in the official university student information system database. Question about the collection and use of this personal information should be directed to the Associate Registrar, Student Records and Services, in the Office of the University Registrar, MacEwan University, at [info@macewan.ca](mailto:info@macewan.ca)