

# AGREEMENT WITH RESPECT TO INCOMPLETE GRADES FORM

*NOTE: Please read instructions on second page before completing this form.*

## PART 1 TO BE COMPLETED BY THE STUDENT

STUDENT ID NO.:	FAMILY (LAST) NAME:	FIRST NAME:	MIDDLE NAME:
PROGRAM			

**I WOULD LIKE TO REQUEST A GRADE OF "IN"(INCOMPLETE) IN:**

TERM \_\_\_\_\_ COURSE # \_\_\_\_\_ SECTION # \_\_\_\_\_ COURSE NAME: \_\_\_\_\_

I WOULD LIKE TO EXTEND MY DEADLINE UNTIL: \_\_\_\_\_ (SEE REVERSE)

REASON FOR REQUEST \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PART 2 TO BE COMPLETED BY THE INSTRUCTOR

Instructor's Name: \_\_\_\_\_

I AGREE TO ASSIGN A GRADE OF "IN" ON THE FOLLOWING CONDITIONS:

1. Course work must be completed by: \_\_\_\_\_ (SEE REVERSE)

PLEASE NOTE: IF EXTENSION IS GRANTED BEYOND THE ABOVE DATE A \$50 FEE WILL BE CHARGED.

2. If course work is not completed on time, the Registrar shall record a grade of \_\_\_\_\_

GRADE MUST BE INDICATED OR "F" WILL AUTOMATICALLY BE ASSIGNED.

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PART 3 TO BE COMPLETED BY INSTRUCTOR AND STUDENT

THIS AGREEMENT HAS APPROVAL OF INSTRUCTOR, STUDENT, AND PROGRAM/SECTION HEAD

Student Signature: _____ <small>Signature not required if sent from a student @mymacewan.ca email account</small>	Date: _____
Instructor Signature: _____	Date: _____
Program/Section Head of the Instructor's Program/Section Signature: _____	Date: _____

## OFFICE USE ONLY

RECORDS - PROCESSED BY: \_\_\_\_\_

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

**PERSONAL INFORMATION COLLECTION NOTICE**

The personal information requested on this form is collected under Section.33(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of one or all of the following: To determine eligibility for admission and financial assistance, to advise students about academic programs and to provide university services at MacEwan University. Questions concerning this collection should be directed to the Lead, Privacy and Information Management at [privacy@macewan.ca](mailto:privacy@macewan.ca)

# **AGREEMENT WITH RESPECT TO INCOMPLETE GRADES - POLICY C2020**

## **REGULATIONS:**

1. The grade of "IN" may be assigned if, at the end of a course, the student has not completed all the prescribed course requirements due to unusual circumstances and the student has requested that this grade be assigned, and has provided an acceptable reason for the request.
2. Incompletes must normally be completed within 30 days of the last day of the course/
3. Extensions may be granted in extenuating circumstances, but may not exceed 16 weeks following the end of the course

**PLEASE NOTE: IF AN EXTENSION IS GRANTED BEYOND THE ABOVE DATE, AN "EXTENSION TO AN INCOMPLETE AGREEMENT" FORM MUST BE COMPLETED, AND A \$50 FEE WILL BE CHARGED.**

4. Students who fail to complete course work by the agreed deadline will have a grade assigned which is based on work completed.

## **INSTRUCTIONS:**

### **PART 1 - COMPLETED BY STUDENT**

- A) Complete Part 1 in full, including the reason why a grade of "IN" is being requested.
- B) Consult with the instructor of your course. If your instructor is not available, consult your Program Department Chair or Dean.

### **PART 2 - COMPLETED BY INSTRUCTOR**

- A) Determine whether you are prepared to permit a grade of "IN"
- B) If so, complete Part 2. According to MacEwan University policy, "IN" grades must be cleared within 30 days of the end of the course.
- C) Specify all relevant conditions.
- D) If you are not prepared to permit a grade of "IN", record the reason in the appropriate location on the form.

### **PART 3 - COMPLETED BY INSTRUCTOR AND STUDENT**

- A) Sign the form and obtain the signature of the Chair of the instructor's program/ department, and the student's signature.
- B) Provide the student with a copy of the completed, signed form.
- C) Submit the completed form to the Office of the University Registrar.
- D) The Agreement with Respect to Incomplete Grades shall be retained on the student file and the recorded grade entered if no notification of a change to the "IN" is received by the specified deadline.