



**TIME EXTENSION FOR COMPLETION OF TERM WORK**

Incomplete grades may be recommended by instructors when the quality of work is satisfactory but some essential requirement of a subject (other than the final examination) has not been completed for reasons acceptable to the instructor. The instructor completes this form as directed when recommending an incomplete grade.

**STUDENT INFORMATION:**

This Section to be completed by the Instructor

Student Name:		Student Number:		Session	
Address:				Fall	20 _____ <input type="checkbox"/>
				Winter	20 _____ <input type="checkbox"/>
				Summer	20 _____ <input type="checkbox"/>
Subject Code:	Course Number:	Section Number:			
Course Reference Number (CRN)			Instructor:		
Department:			Faculty:		
Reason for Extension:					
Description of Outstanding Work:					
Date Outstanding Work Due:			( Refer to Maximum Extensions and Instructions Listed Below)		
MAXIMUM EXTENSION DEADLINES	For courses Terminating in April		- August 1	If the time extension is approved, the instructor reports the temporary grade on the appropriate examination register and records the symbol "I" in the "Additional Grade Class" column when the time extension has elapsed. The instructor reports the appropriate "Change of Grade" form.	
	For courses terminating in June July August		- December 1		
	For courses terminating in December		- April 1		
Signature of Instructor:				Date:	

**INSTRUCTIONS**

1. After completing the above section instructors must send this form for approval to their Department Head or their Dean or Director if there is no Department Head.
2. Provided the Department Head, Dean or Director approves the time extension for completion of term work form, a Department copy should be retained. On the deadline date the "I" will be removed. If there is to be a further extension, the "I" needs to go back as the grade and then a copy of this form must be sent to the Registrar's Office.

**THIS SECTION TO BE COMPLETED BY THE DEPARTMENT HEAD, OR DEAN OR DIRECTOR**

Approved

Denied

Dept. Head, or dean or director of Faculty (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_