

# REQUEST FOR INCOMPLETE

FOR USE ON CALGARY CAMPUS ONLY

(version: Jan 2016)

## GENERAL INFORMATION

The designation of “I” is awarded only in the case of illness or other extenuating circumstances beyond the control of the student, which make it impossible to complete the required work by the close of a semester. The “I” designation is awarded only on application to and approval of both the instructor and the Dean or Dean’s designate, and the application is not entertained until the last two weeks of classes. When the “I” is approved, an appropriate deadline is determined for completion of outstanding work.

The “I” designation may be converted by the instructor to a letter designation within a maximum of one year by completing a Grade Change form. If not so converted, it becomes an “F”, except in exceptional circumstances that prevent the completion of the course, in which case the “I” designation remains on the transcript.

## PROCEDURES

1. Complete the top two sections of this form.
2. Have the instructor complete the third section of the form.
3. Supporting documentation must accompany this document. Submit both forms to your advisor in the Calgary Campus office.

### 1. STUDENT & COURSE INFORMATION

Name:		ID #:	
Faculty/Program:			
Email:		Phone:	
Student Signature:		Date:	
Course:		Section:	

### 2. REASON FOR THE INCOMPLETE (Please indicate tentative completion date and also attach supporting documentation, advisor may request additional forms to be completed)

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### 3. INSTRUCTOR NOTES

Instructor Signature:		Date:	
Remaining Components & Percentage Outstanding:			
Instructor Comments:			

### 4. DEAN OR DEAN’S DESIGNATE

Dean’s Signature:		Date:	
Deadline for Completion:			