

**PERMISSION TO DELAY GRADE SUBMISSION DUE TO EXTENUATING CIRCUMSTANCES**

**Policy:**

1. "INC" is not a grade, but designates a temporary delay in assigning a grade.
2. Application for an incomplete grade must be received on or before the last day of classes for the semester.
3. The time extension will normally be 7 to 10 days (end of exam period). Additional time may be arranged for extenuating circumstances.
4. The professor will indicate the grade the student will receive should the course remain incomplete by the deadline.
5. An "INC" does not affect the GPA until it is changed to a grade.
6. A fee of \$50.00 applies without exception for each request.

**Procedure:**

1. **Complete application and attach supporting documentation (Section A).**
2. **Obtain professor approval (Section B).**
3. **Submit form to the Office of the Registrar with \$50.00 Fee. email. registrar@twu.ca | f. 604.513.2096**

**Section A (to be completed by student):**

Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Course #: \_\_\_\_\_ Course Name: \_\_\_\_\_

Professor of Record: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Rationale for application for incomplete grade (attach supporting documentation):

\_\_\_\_\_  
\_\_\_\_\_

Outstanding work to be completed: \_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section B (to be completed by professor):**

Deadline for Submission of Remaining Work: \_\_\_\_\_

Grade if Work Not Submitted by Deadline: \_\_\_\_\_

Signature of Professor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

**For Registrar Use Only:**

Date Rec'd: \_\_\_\_\_ Initials: \_\_\_\_\_ Pmt Rec'd: \_\_\_\_\_ Initials: \_\_\_\_\_

Date Posted: \_\_\_\_\_ Initials: \_\_\_\_\_ Charged: \_\_\_\_\_ Initials: \_\_\_\_\_