



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

Form with fields for Student Name, Address, Subject Code, Course Number, Section Number, Session (Fall/Winter/Summer), Course Reference Number (CRN), Instructor, Department, Faculty, Reason for Extension, Description of Outstanding Work, Date Outstanding Work Due, and Signature of Instructor.

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:

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University
Your personal information is being collected under the authority of The University of Manitoba Act. The information you provide will be used by the University for the purpose of initiating a time extension for completion of work. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.