



UNIVERSITY  
OF MANITOBA

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

<b>THIS SECTION TO BE COMPLETED BY THE INSTRUCTOR</b>			
Student's Name		Student's Number	Session FALL 20 _____ <input type="checkbox"/>
Address			WINTER 20 _____ <input type="checkbox"/>
Subject Code	Course Number	Section Number	SUMMER 1 20 _____ <input type="checkbox"/>
			SUMMER 2 20 _____ <input type="checkbox"/>
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)	
<u>MAXIMUM EXTENSION DEADLINES</u>	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 final grade on 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

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

<b>THIS SECTION TO BE COMPLETED BY THE DEPARTMENT HEAD, OR DEAN OR DIRECTOR</b>	
Approved	Date

Provided the Department Head, Dean or Director approved the Change of Grade the Department copy should be retained. On the deadline date the "I" will be removed. If there is to be a further extension and the "I" needs to go back on then a copy of this form must be sent to the Registrar's Office.