

| Session | Year | Term            |
|---------|------|-----------------|
| Regular |      | 1 <sup>st</sup> |
| Spring  |      | 2 <sup>nd</sup> |
| Summer  |      | Both            |

A designation of Incomplete may be granted to students who require additional time to complete required coursework (not including the final examination). Refer to the Brandon University Undergraduate or Graduate Calendar for detailed information on granting an Incomplete. The first designation of Incomplete may be given for a maximum time period of up to three (3) months from last date of the final examination period of the term in which the course was offered.

STUDENT NAME: \_\_\_\_\_

STUDENT NUMBER: \_\_\_\_\_

DEPARTMENT/COURSE NUMBER: \_\_\_\_\_ SECTION: \_\_\_\_\_

TITLE: \_\_\_\_\_

INSTRUCTOR IN COURSE: \_\_\_\_\_

DEADLINE DATE TO CLEAR INCOMPLETE: \_\_\_\_\_

DEFAULT GRADE IF INCOMPLETE IS NOT CLEARED: \_\_\_\_\_

The default grade will be automatically assigned to the student's academic record on the day following the deadline date unless a new final grade has been electronically submitted by the instructor. Any grade revision after the deadline date will be accepted on a Change of Grade form and may require the written approval of the Registrar.

IS THIS AN EXTENSION OF A PREVIOUSLY-ASSIGNED INCOMPLETE?    YES \_\_\_\_\_                      NO \_\_\_\_\_

If yes, a subsequent extension to the original deadline date may be granted by the instructor with the approval of the Dean of the Faculty/School offering the course, up to a further three-month maximum. In exceptional circumstances, students with documented health concerns may, at the discretion of the Dean, be granted a further extension beyond the six-month maximum.

DATE: \_\_\_\_\_  
\_\_\_\_\_  
Signature of Instructor

DATE: \_\_\_\_\_  
\_\_\_\_\_  
Signature of Dean

Submit completed forms to the Registrar's Office for processing:

Room 119, McKenzie Building  
204-727-9735  
[registrar@brandonu.ca](mailto:registrar@brandonu.ca)