

**GRADE EXTENSION
(INC) FORM**
For Graduate Level Courses Only

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Instructor _____	Date _____
Instructor Signature _____	Student Name _____
Course code/number _____	Student Number _____
CRN _____	Student Department _____
Course registration term: Jan-Apr 20____ May-Aug 20____ Sep-Dec 20____	Deadline for submission of outstanding work W R instructor _____ Interim grade _____% <small>(Will be assigned if final grade is not received by last day of term)</small>

Rationale:

Note: Grade extensions are normally granted on a term by term basis, and the final grade must be received in GARO by the last day of term. Requests for extension beyond one term must include a rationale. All requests for grade extension must be made via the Grade Extension (INC) form. If the head of the academic unit is also the course instructor, this must be signed by a grade approver who is one administrative level up from _____ role (eg., for a department chair, select the dean or associate dean of the faculty).

Head of Academic Unit Signature: _____

When the Course is Complete:

Complete this section to replace INC grade with _____ a final grade.

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