



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 to instructor _____  Interim grade _____% (Will be assigned if final grade is not received by last day of term)

**Rationale:**

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**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 their role (eg., for a department chair, select the dean or associate dean of the faculty).

Head of Academic Unit Signature: \_\_\_\_\_

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**When the Course is Complete:**

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

*If a final grade is not received by the last day of term, **the interim grade noted above will be assigned.** As per the calendar policy, INC must be replaced by a final grade no later than the end of the extension term.*

**Final Grade:** \_\_\_\_\_%

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Head of Academic Unit  
Signature

(Please keep a copy of this form for your records)

The University of Victoria will be collecting your personal information for the purposes of providing educational services. This information is collected under s. 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions or concerns about how your personal information is handled please contact [privacyinfo@uvic.ca](mailto:privacyinfo@uvic.ca).