

Registrar's Office | 135 Fennell Ave. W. Hamilton, ON., L9C 0E5

This form is to document the approval of an extension for a student to meet the requirements for a grade to be assigned where the current status is an Incomplete.

As per the Grading and Transcripts policy, the Academic Manager may extend the deadline to complete the incomplete process, this cannot extend beyond 6 weeks after the final grade deadline as posted in the Important Academic Dates for the term in which the Incomplete was applied.

Submitted by:		Date: (yyyy-mm-dd)
Student Name: <i>(First, Middle, Last)</i>		Student Number:
Program Number:	Program Name:	
Course Code:	Course Name:	
CRN:	Instructor:	
Semester:	Effective Term: <div style="display: flex; justify-content: space-around; width: 100%;"> Fall Winter Summer </div>	
Provide rationale for approving extension of period for the student to meet requirements where they have currently received an Incomplete:		
Academic Manager Approval:		Date: (yyyy-mm-dd)
Please email the completed form to Registration/Convocation: registration-convocation@mohawkcollege.ca		
Please note that if a grade is not received by the end of the 6 week period, the incomplete will be updated to a failing grade.		