

INCOMPLETE GRADE FORM

Office of the Registrar/Student Services
Fax (403) 556-4711 www.oldscollege.ca



GENERAL INFORMATION/INSTRUCTIONS

- Please complete the Personal Data portion first and then obtain the appropriate signatures.
- This Incomplete Grade Form must be completed and returned to Student Services/Office of the Registrar.

Deadline Date (For the completion of course work)

Official Grade (To be issued if work not complete by deadline date)

PERSONAL DATA (PLEASE PRINT CLEARLY)

Instructor's Name

Olds College Student Number

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Surname (legal)

First Name (legal)

Full Middle Name (legal)

Term

Course Number & Section

Course Title

Reason For Incomplete Grade Form to be Issued:

Instructor's Signature

Chair's Signature

Date

**THIS FORM IS TO BE SUBMITTED WITH
THE OFFICIAL GRADE ROSTER**

FOR OFFICE USE ONLY:

Date Entered _____

Initials _____

White – Student Services

Yellow – Instructor

Pink – Department

Gold – Student

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act. Public inquiries regarding the collection, use and disclosure of personal information provided on this form should be directed to the FOIP Co-ordinator/Director of Student Services/Registrar of Olds College at 4500 – 50 Street, Olds, AB T4H 1R6.