

(PLEASE PRINT)

<b>Family Name</b> _____ <b>First Name</b> _____ <b>Home Telephone</b> _____ <small>AREA CODE</small> <b>Business Telephone</b> _____ <small>AREA CODE</small>	<b>Concordia I.D. Number</b> _____ <b>Degree (e.g. BA)</b> _____ Please tick if you are a <b>Potential Graduate for</b> <input type="checkbox"/> <b>Spring</b> or <input type="checkbox"/> <b>Fall</b>
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**NOTE:** Please inform the Office of the Registrar if you change your address.

**Instructions:** The completed application is to be brought to the Birks Student Service Centre (SGW - LB 185).  
The fee is \$30 payable by money order or debit card (Interac).

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">Course Name</th> <th style="width: 12.5%;">Number</th> <th style="width: 12.5%;">Session</th> <th style="width: 12.5%;">Section</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Course Name	Number	Session	Section					<b>Instructor's Name</b> (PLEASE PRINT) _____  <b>Instructor's Signature</b> _____
Course Name	Number	Session	Section						

The instructor's signature is required if the grade for this course has not yet been assigned or if the grade is not accompanied by the INC notation (example: C- INC).

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Note to Spring Potential Graduates:** Submission of grades after May 15 may result in the cancellation of your graduation.

<b>OFFICE USE ONLY</b>	PAYMENT METHOD: _____ _____ D/C    _____ MO	DATE: _____	AMOUNT: _____	INITIALS: _____
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**For Office Use Only**

**Grade** \_\_\_\_\_

<b>Instructor</b> _____		
<small>NAME</small>	<small>SIGNATURE</small>	<small>DATE</small>
<b>Chairperson</b> _____		
<small>NAME</small>	<small>SIGNATURE</small>	<small>DATE</small>
<b>Dean's Office</b> _____		
<small>NAME</small>	<small>SIGNATURE</small>	<small>DATE</small>

**Please see above note concerning Spring Potential Graduates.**

**Return to the Office of the Registrar (FB 900) once completed.**

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This application is to be completed by the student and brought to the Birks Student Service Centre (SGW – LB 185) with payment of the \$30 application fee by money order or debit card (Interac).

### Application Requirements

1. **Students must apply within the following deadlines:**

- |  |             |
|--|-------------|
| a) For <b>Summer</b> courses:                          | September 1 |
| b) For <b>Fall</b> courses:                            | February 1  |
| c) For <b>Fall/Winter</b> or<br><b>Winter</b> courses: | May 15      |

**\* Work must be completed by:**

- |              |
|--------------|
| September 15 |
| February 15  |
| May 30**     |

\* The instructor may require earlier completion.

\*\* **Note to Spring Potential Graduates:** Submission of grades after May 15 may result in the cancellation of your graduation.

2. The student's original grade as assigned by the instructor must have included an **"INC"** notation.
3. If the grade assigned to a course is **"R"** or **"NR"**, a student is ineligible to complete it, even if an **"INC"** notation was also assigned.