GRADUATE STUDENTS:
HOW TO
CREATE A REQUEST
FOR IN-PROGRESS GRADE EXTENSION

This is a step-by-step guide for graduate students explaining how to request an in-progress grade extension using your new self-serve dashboard.

Begin by logging into MyConcordia portal. Once logged in, click on “My Student Centre” located on the upper left-hand side of the screen to access your self-service dashboard. Next, click on the “Self Service” drop-down menu, select “Research Activities” and then “Service Requests”.

1. Click on the “Self Service” drop-down menu, select “Research Activities” and then “Service Requests”.

2. On the ‘My Service Requests’ screen, you will be able to see all of your Student Requests, even those submitted by your department. Select the “Create New Request” button.

3. Under Select a Request Category, click on “In-Progress Grade Extension” and then click “Next”.

NOTE: If you are unsure which option to select, check with your department. Selecting the wrong request category may result in a delay.
4. Select “In-Progress Grade Extension” and click “Next”.

5. Select the Graduate Program Assistant for your program for this request, then click “Next”.

   **NOTE**: If you cannot find your GPA, ensure you are viewing all the options, by selecting ‘View All’.

   If you are still unsure as to who you should select, check with your department/SGS. Sending a Student Request to the incorrect person may result in a delay.

6. Select your Academic Program by clicking on the search icon next to “Academic Program”.
7. A menu will pop-up from which you can select your program. If you have more than one Academic Program, select the one that corresponds to this request.

8. Do the same for choosing the "Academic Plan". If you have more than one Academic Plan, select the one that corresponds to this request.
9. Choose the “Term” by clicking on the search icon.

10. From the pop-up window, choose the term.
11. Click on the search icon next to “Class Nbr” to choose your class number from the pop-up window.

12. From the drop-down menu under “In-Progress Date”, choose the date you wish to extend submission of the work.
A comment/explanation must be added as well as an attached file (if applicable) to support your request under “Comment” and “File Attachments”. Click “Submit”.

The request can be seen under “My Service Requests” as a proof of submission. When a decision is made, it will be visible.

**NOTE:** You can check the status of all your Student Requests at any time by navigating to this page.