### Instructions: The completed application is to be brought to the Birks Student Service Centre (SGW - LB 185). The fee is $25 payable by money order or debit card (Interac).

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Number</th>
<th>Session</th>
<th>Section</th>
</tr>
</thead>
</table>

Instructor’s Name (PLEASE PRINT)

Instructor’s Signature

Student’s Signature ________ Date __________

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

OFFICE USE ONLY

<table>
<thead>
<tr>
<th>PAYMENT METHOD:</th>
<th>DATE:</th>
<th>AMOUNT:</th>
<th>INITIALS:</th>
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<tbody>
<tr>
<td>D/C</td>
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For Office Use Only

Grade ________

Instructor

NAME ____________________________ SIGNATURE ___________ DATE __________

Chairperson

NAME ____________________________ SIGNATURE ___________ DATE __________

Dean’s Office

NAME ____________________________ SIGNATURE ___________ DATE __________

Please see above note concerning Spring Potential Graduates.

Return to the Office of the Registrar (FB 900) once completed.
This application is to be completed by the student and brought to the Birks Student Service Centre (SGW – LB 185) with payment of the $25 application fee by money order or debit card (Interac).

Application Requirements

1. **Students must apply within the following deadlines:**
   
   a) For **Summer** courses: September 1
   b) For **Fall** courses: February 1
   c) For **Fall/Winter** or **Winter** courses: May 15

   * Work must be completed by:
   
   a) September 15
   b) February 15
   c) 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.