



Temporary Incomplete (IT) Form

Last updated May 25, 2023

As per the IPESA, Section 2.22,

“An IT indicates that course work has not been completed due to excused circumstances. These are assessed and approved by the Dean of Students. A student may request an IT before the final examination weeks by seeing the Dean of Students. If the request is approved, the Academic Dean and Dean of Students will coordinate new evaluation deadlines with the teacher and the student. A form outlining the new deadlines is submitted to the Registrar’s office by the Dean of Students. If the deadline is not met by the student, the original mark assigned for the course will stand as the official mark.”

Date of Request: _____

Student name & Student ID: _____

Reason for Request (please attach the completed Medical Report Form):



Semester	Course Code	Course Title	Current Grade	Teacher Name	Teacher Signature	New Deadline

Student Signature: _____

Dean of Students Authorization and Signature: _____

Academic Dean Signature: _____

Registrar Signature: _____

Space reserved for Registrar

- Student record updated and copy included in Student File with the Registrar*
- Copy of completed form to Teacher*
- Copy of completed form to Student*



Medical Report Form for a Temporary Incomplete (IT)

Patient's Name: _____

Date: _____

Patient is unable to attend school:

- For the remainder of the semester**
- Partially**

Please provide a start and end date of the incapacity. In the event of an on-going illness, the documentation must provide a date the condition worsened and a date that the condition will be re-evaluated.

Start Date: _____

Re-evaluation Date: _____

End Date: _____

Diagnosis: _____

Please explain how this diagnosis prevents the student from completing their course work (e.g., reduces student's capacity to manage, complete, and follow through appropriately with deadlines):

Doctor's Name & License Number*

Address: _____

Doctor's Signature

Telephone: _____

*Or other professional, empowered by the Professional Code of Quebec, who determines such a diagnosis