

 Policies & Procedures Manual	# Pages: Page 1 of 2	Policy Number: AC-01-08
	Approved by: Learning Council	
Section: ACADEMIC - STUDENTS	Effective Date: June 11, 2019	
Title: INCOMPLETE GRADE POLICY	Replaces: April 21, 2015	

POLICY STATEMENT

The University College of the North will provide students with every reasonable opportunity to complete course requirements. UCN may award an 'INC' (Incomplete) letter grade to students who are unable to complete all course requirements and have made arrangements with the course instructor prior to the completion of the course.

PURPOSE OF POLICY

To promote and provide students with all the means possible in order for a successful outcome to all course work and student success.

An INC is a temporary grade which may be given at the instructor's discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term.

PROCEDURES

1. The student is responsible to contact their instructor to initiate a request for an incomplete grade for the course required. The request should be done after the sixty percent mark of a semester-based class and before final grades are due for the semester.
2. Student must complete Sections 1 and 2 on the "Application for Incomplete Grade Form" and provide supporting documentation (i.e. doctor's note, etc), prior to presenting the form to the Instructor for approval or denial. The student must sign and date the form upon submission.
3. Instructors will consider the circumstances outlined in Section 2 and decide whether an Application for Incomplete Grade Form is warranted. Circumstances which should be considered include, but are not limited to the following:
 - i) The students current course work is at or near a passing level, or at a level which may, by completing the course work requested, elevate the students grade to a passing level;
 - ii) Attendance has been satisfactory through at least 60% of the term;

- iii) An illness or other extenuating circumstance legitimately prevents completion of required work by the due date (supporting documentation required);
 - iv) Required work may reasonably be completed in an agreed-upon time frame;
 - v) The incomplete is not given as a substitute for a failing grade;
 - vi) The incomplete is not based solely on a student's failure to complete work or as a means of raising his or her grade by doing additional work after the grade submission date;
 - vii) The student initiates the request for an incomplete grade before the end of the academic term;
4. Should the Instructor approve the application request, a description of the work to be completed, along with all other requirements will be outlined in the area provided in Section 3.
 5. The Instructor is to record the 'INC' grade at the time of submitting end of term grades using the online grading process.
 6. The Instructor will sign, date and indicate the completion date allotted for the student to satisfy requirements and forward it to the Enrolment Services Office for processing. Students may receive up to a maximum of 30 calendar days to complete the required work outlined within Section 3.
 7. Upon receiving the Application for Incomplete Grade form, a copy of the application will be sent to the following locations:
 - i) Student's Electronic File
 - ii) Student's Email Account
 - iii) Student's Academic Advisor
 8. Upon completion the course work being completed, or the arrival of the end date agreed upon, the Instructor will submit a signed Grade Adjustment Form to the Dean or designate for approval. The Dean or designate will forward the completed signed form to the Enrolment Services Office for processing. Should Enrolment Services not receive a grade adjustment form within 45 days of the initial request with the Dean or designates approval, the grade recorded will be the grade indicated on the Application for Incomplete Grade form. This represents the grade for the portion of the course which the student had previously completed. Should no grade be indicated, a grade of "F" will be recorded.
 9. Upon recording the final grade, a copy of the application will be sent to the following locations:
 - i. Student's Electronic File
 - ii. Student's Email Account
 - iii. Student's Academic Advisor