

 University College of the North Policies & Procedures	# Pages: 2	Policy Number: AC-01-08
	Approved by: Learning Council	
Section: Academic - Students	Effective Date: February 21, 2023	
Title: Incomplete Grade Policy	Replaces: June 11, 2019	

POLICY STATEMENT

The University College of the North (UCN) will provide students with every reasonable opportunity to complete coursework and/or tests/exams. UCN may award a temporary incomplete grade (INC) to students who are unable to complete all course work and/or tests/exams and have made arrangements with the course instructor, prior to the completion of the course, to complete such assignments in an agreed timeframe.

PURPOSE OF POLICY

To explain the procedures by which students may receive an extension to complete coursework. An INC is a temporary grade which may be given to a student 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 work and/or tests/exams.

PROCEDURES

1. The student is responsible for initiating a request for an incomplete grade by contacting the applicable instructor. The request should be done after the voluntary withdrawal (VW) date and before final grades for the course are due.
2. The student must complete Sections 1 and 2 on the "Application for Incomplete Grade Form" and may be required to provide supporting documentation (e.g. doctor's note). The student must sign and date the form before submission.
3. Instructors will consider the circumstances outlined in Section 2 and decide whether an incomplete grade is warranted. Circumstances which may 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 required, elevate the student's grade to a passing level;
 - ii) Attendance has been satisfactory throughout the course;

- iii) An illness or other extenuating circumstance has legitimately prevented completion of required work by the due date (supporting documentation may be requested);
 - iv) The required work may be reasonably expected to be completed in the agreed-upon time frame;
4. Should the Instructor approve the student's request for an incomplete grade, a description of the work to be completed will be outlined in the area provided in Section 3.
- Note: Students may receive up to a maximum of thirty (30) calendar days to complete the required work.
5. The Instructor will send the student's completed application form to the Dean for final decision.
6. Upon the Dean's decision, the following will occur:
- i) If approved - the form is sent to Enrolment Services with a copy sent to the instructor
 - ii) If denied - the form is returned to the Instructor and a copy sent to the student.
7. Upon receiving an approved Application for Incomplete Grade form, Enrolment Services will distribute a copy of the application to the following locations:
- i) Student's Electronic File
 - ii) Student's Email Account
8. Upon the student's completion of the coursework and/or tests/exams, or on the end date agreed of the agreed upon extension, the Instructor will submit a signed Grade Adjustment Form to the Dean for approval. On approval, the Dean will forward the completed signed form to Enrolment Services for processing.
9. Should Enrolment Services not receive an approved Grade Adjustment Form within forty-five (45) days of the initial request, the student's final grade recorded will be the grade indicated on the Application for Incomplete Grade form. Should no grade be indicated, a grade of "F" will be recorded.
10. Upon recording of the final grade, a copy of the applicable form will be sent to the following locations:
- i) Student's Electronic File
 - ii) Student's Email Account
11. Should the incomplete course be either a pre- or/co-requisite for a course(s) in the subsequent term, the student will be eligible to continue in said course until the final grade is submitted.

Related Policy:

AC-03-02 Grading