

**Policy Title: Incomplete Grade Policy****Effective Date: 2014-01-21****Next Review Date: 2029-09-01**

<b>Parent Policy</b>	A 3-06 Grading, Progression, and Academic Standing
<b>Policy Administrator</b>	Registrar
<b>Approving Body</b>	Senate
<b>Approval History</b>	2014-01-21; Senate Motion #2013/14 – 024 2013-12-03; Senate Motion #2013/14 – 014 UAC Motion #51 (1985-10-08); Amended by UAC Motion 1994 #25 (1994-04-05); Further revised by UAC Motion #25 (2009-03-17)

**Purpose:**

The objectives of this policy are:

- To ensure that students who have extenuating circumstances beyond their control may still be able to complete courses in which they have put a substantial amount of time and effort into.
- To ensure that there are reasonable deadlines in which to complete extensions for course work.
- To ensure that the university can limit additional course work which may distract students from completing INC courses.

**Scope of this Policy:**

Undergraduate division, School of Graduate Studies, Graduate School of Theological Studies

**Policy Statement:**

It is moved the designation “INC” be established for failure to complete a course within the normally required time and incompleteness is deemed temporary by the instructor. The following stipulations apply:

1. “INC” is not a grade but designates a temporary delay in assigning a grade.
2. The time extension may normally not be for more than 15 weeks and will usually be only two or three weeks.
3. The instructor will indicate, after the “INC” the grade the student would receive should the course remain incomplete by the deadline. If no grade is submitted by the instructor in the meantime (A to F), the “INC” will be changed to the tentative grade.
4. “INC” is granted only when applied for on the appropriate form with the terms clearly set down (when the course is to be finished, what needs to be done, its grade value, the interim course grade for work already completed), mutually agreed upon by the student and the instructor (and signed by both).
5. Permission for the “INC” is to be granted by the instructor for adequate causes only (i.e., for extenuating circumstances beyond the student’s control, such as sickness, etc. the normal

current definition and consistent with WF/WD), or pedagogically sound reasons, on an individual basis and if completion is reasonably possible within the time limit.

6. An “INC” does not affect the GPA until it is changed to a grade.

*The 2009 revision says the following:*

*When a student is unable to complete a course due to extenuating circumstances beyond his/her control, and each of the following criteria are met:*

- *The student has participated in at least three-quarters of the course and has completed a substantial amount of the course requirements;*
- *The student can provide documentation from a professional validating the extenuating circumstances; and*
- *The student could reasonably complete the outstanding course requirements in a timeframe not exceeding the following semester;*

*An “INC” can be recorded until the outstanding work is completed and a grade is submitted by the instructor.*

*In the event that the student does not complete the outstanding course requirements in the agreed-upon timeframe, then either,*

1. *An extension will be granted based on the student’s circumstances (with additional documentation); or*
2. *The default grade that was identified by the instructor at the point of application will be assigned.*

*If a student’s circumstances warrant the extension of an INC beyond the following semester (including the summer session), or if the student’s circumstances are such that s/he needs INCs in two or more consecutive semesters, the University reserves the right to limit the number of semester hours the student can enroll in while completing the outstanding course requirements.*

**Definitions:** None

**Procedures:** None

**Child Policies:** None

**Other Related Policies:** None