TRINITY WESTERN UNIVERSITY

Series: Academic / Grades, Grading (A 3)
Number: A 3-07

Effective Date: 2026-10-06
Next Review Date: 2029-09-01

Policy Title: Incomplete Grade Contracts

Parent Policy	A 3-06 Grading, Progression, and Academic Standing
Policy Administrator	Registrar
Approving Body	Senate
Approval History	2026-10-06; Senate Motion #2026/27 – 004 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.

Scope of this Policy:
All courses

Policy Statement:
Students who are unable to complete a course within the normally required time may be offered an Incomplete Grade Contract by the instructor. This includes extenuating circumstances that prevent students from writing the final examination as scheduled when the circumstances arise after the deadline to apply for an exam to be rescheduled. The following stipulations apply:

1. The deadline to apply for an "INC" is before the last day of classes of the semester.
2. "INC" is not a grade but designates a temporary delay in assigning a grade.
3. The student should have completed a substantial amount of the course work.
4. The time extension may normally not be for more than 15 weeks and will usually be only two or three weeks.
5. The instructor will indicate the original grade the student would receive should the course remain incomplete by the deadline for the "INC".. When the "INC" is completed, the instructor will report the new grade to the Office of the Registrar as per the contract. If no new grade is submitted by the instructor by the deadline, the "INC" will be changed to the original grade by the Office of the Registrar.
6. "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).

7. Permission for an "INC" may be granted by the instructor only for extenuating circumstances beyond the student's control, e.g., illness, or for pedagogically sound reasons, on a case-by-case basis and only when timely completion is reasonably feasible.
8. An "INC" does not affect the GPA until it is changed to a grade.

Definitions: None
Procedures: None
Child Policies: None

Other Related Policies: A 2-10 Examination Rescheduling Requests by Students; A 6-01 Academic Concessions; A 6-03 Concussion Return-to-Learn