



POLICY ON INCOMPLETE GRADES

POLICY NUMBER:	2018-11-POL-AS
TITLE OF THE POLICY:	Incomplete Grades
DATE OF ADOPTION:	16 April 2018
SUPERSEDES:	All previous policies, rules, regulations regarding incomplete grades
DATE OF IMPLEMENTATION:	Fall 2018
PROJECTED DATE OF REVISION:	Fall 2023
PURPOSE OF THE POLICY:	To establish guidelines by which undergraduate students may receive an incomplete grade at University of The Bahamas
ACCOUNTABILITY:	Office of the Provost
RELATED POLICIES:	Policy on Extraordinary Sitting of a Final Examination Policy on Grading
APPENDICES:	None

1.0 Introduction

An 'I' grade is a temporary notation awarded by an instructor to students who are receiving a passing grade for coursework and for whom illness or other extenuating circumstances prevent them from completing the remainder of the coursework prior to the submission of final grades. **Failure to submit an assignment or an "F" grade on an assignment do not constitute an extenuating circumstance.**

2.0 Policy

- 2.1 Undergraduate students who have completed at least sixty percent (60%) of the total coursework assigned with a grade of C or higher may request an incomplete (I) grade if illness or other circumstances beyond their control prevent them from completing all coursework requirements prior to the submission of final grades.
- 2.2 Students must submit an *Incomplete Contract* form, along with supporting documentation of the extenuating circumstance (i.e. death or medical certificate) to the relevant Head of the examining Academic Unit through the course instructor by the end of week twelve (12) for a regular semester or the end of week four (4) for a summer session specifying
 - 2.2.1 The work to be completed to fulfill course requirements; and
 - 2.2.2 The date by which the completed work is to be submitted to the course instructor.
- 2.3 The Head of the examining Academic Unit shall forward the completed form to the Office of the Registrar along with the grade sheet for the course.
- 2.4 The Office of the Registrar shall assign the temporary notation of 'I' for the course.
- 2.5 An I grade that is not changed by the course instructor by the end of the next regular semester shall automatically convert to an F grade.
- 2.6 An I grade cannot be awarded in those instances in which the outstanding coursework is a final examination. Students who are unable to sit a final examination due to illness or other extenuating circumstances must complete the *Request for Extraordinary Sitting of Final Examination* form.

- 2.7 The course instructor retains the right to make the final decision on granting a student's request for an incomplete grade.