
Title:	Grading Policy – The Incomplete “I” Grade
Type:	Academic
Policy #:	AC100-08
Responsibility:	Academic Excellence
Approved by:	February 2008
Revised:	
Review date:	

1. Introduction

The purpose of an “I” Grade is to facilitate delayed assignment of a grade to a student who is doing passing work, but for verifiable reasons beyond his/her control requires additional time to complete prescribed course work.

2. When to Use it

Students whose course work is at a passing level but who for verifiable reasons beyond their control are unable to finish course work and have not obtained a passing grade by the end of the term may be granted the “I” Grade. (e.g. sudden illness - with doctors note / emergencies that can be verified).

It is the responsibility of the student to complete all course work, however if they are unable to do so due to circumstances beyond their control, they can contact the faculty member to review the circumstance with the faculty member.

3. Important Information on “I” Grades

- 3.1 “I” Grade is a temporary grade, and it is intended to be an acknowledgement of a legitimate reason for granting a one time, limited extension to the time normally allowed to complete all course requirements
- 3.2 Students have up to 12 calendar months after the scheduled end of the course to complete required additional work as determined by the teacher who assigned the “I” Grade and thereby qualify for a passing grade.
- 3.3 After 12 calendar months outstanding “I” Grades are converted to “F” Grades. Thereafter the student must repeat the course in order to achieve a passing grade.
- 3.4 The NUMBER of “I” Grades courses allowed per semester is established by the School / Department.
- 3.5 An “I” Grade for a prerequisite course must be completed before the student is allowed to proceed to the higher level course unless otherwise approved by the appropriate Academic Manager (Dean or designate).

4. What Guidelines should Govern the Assignment of an “I” Grade

- 4.1 The “I” Grade should be granted only when the teacher determines that there is still a possibility of successful course completion after further work. It may be used when the faculty member is not prepared to give a definite mark for the term/semester in view either of illness (with documentation) of the student or of some unavoidable delay in the completion of certain work.
- 4.2 Where the faculty member determines that the student is doing failing work, the faculty member should not assign an “I” Grade. Instead, the “F” Grade should be assigned.
- 4.3 In circumstances where a faculty member is unable to submit grades on schedule but the student has completed all requirements, an “I” Grade is not appropriate. Instead, Enrolment.
- 4.4 Services will assign the value GNR indicating that grades are unavailable at the time grade reports were generated.
- 4.5 An “I” Grade does not indicate a passing credit. Faculty should use Aegrotat Standing for passing credit. An “I” Grade indicates that due to special circumstances, a student who is passing the course was unable to submit all required course work, and has been given time to complete assigned work and earn a credit (with GPA value).

Please consult the policies site on the Intranet; and myCentennial for the complete Grading Policy.

If you have any questions regarding the use of this policy please contact the Chair of your Department.

If you want to provide feedback on the policy please contact the **Director of Policies, Pathways and Grants at 416-289-5000 ext. 7192.**

DRAFT – INCOMPLETE GRADES

