

# INCOMPLETE GRADE CONTRACT

Please complete in **dark blue or black ink** and forward to **grades@ufv.ca**.



Office of the Registrar

604.795.2802  
**Toll Free:** 1.888.823.8734  
**Fax:** 604.858.4779  
**Email:** grades@ufv.ca

## POLICY - Section: 109

An "I" (incomplete) grade may be assigned:

- at the instructor's discretion, when a student is unable, due to extenuating circumstances, to complete all of the requirements of a course by the end of the semester and has made sufficient progress and achievement to warrant additional time for completion.
- when academic misconduct is being investigated, until the investigation is complete.

Note: An "IP" (In Progress) grade is used for course or thesis work that continues into the next semester.

When an "I" grade has been assigned, the "I" grade shall be reported by the date final grades are due for the course.

## PROCEDURE

1. Complete the information required below which describes the work to be completed and the completion date. Send a copy to the student and submit a copy to grades@ufv.ca.
2. The final grade must be received by the Office of the Registrar not more than one month after the day the final grades are due, unless an extension to that date is approved by the appropriate dean, director, or department head and submitted to grades@ufv.ca.
3. If the final grade has not been received within one month and an extension has not been submitted, the "I" grade will be changed to a final grade, "F" (fail) by the Office of the Registrar, unless the grade earned to date is noted below.

STUDENT & COURSE	Student's name (please print)		UFV student ID
	Term	Course subject & number (i.e. ENGL 105)	CRN (i.e. 91320)
	Required completion date Y Y Y Y   M M M   D D	Describe work to be completed	
	If work is not submitted by the deadline date, the grade to be recorded for this student is:		

See Policy 101- Grading System for grading scales

AUTHORIZATION	Student's name	Student's signature	Date Y Y Y Y   M M M   D D
	Instructor's name (please print)	Instructor's signature	Date Y Y Y Y   M M M   D D
	<i>If completion date is more than 1 month after grades are due, a dean's or department head's signature is required.</i>		
	Dean's or department head's name (please print)	Dean's or department head's signature	Date Y Y Y Y   M M M   D D

FREEDOM OF INFORMATION/PROTECTION OF PRIVACY. The information on this form is collected under the authority of British Columbia's Freedom of Information and Protection of Privacy Act [(RSBC 1996) chapter 126] and the University Act. This information is used only for the administration of academic programs and providing educational and related support services. If you have any questions about the collection and use of this information, contact the Enrolment Services Coordinator at 604-854-4501 or reginfo@ufv.ca

<b>OFFICE USE ONLY</b>	Recorded by	Date recorded