



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation

**Incomplete ('I') Grade Policy
February 2019
(Revised February 2020)**

**Academic Affairs Division
Undergraduate Programmes**



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation

**University of Commonwealth Caribbean
Policy Approval and Revision Form**



Policy/Procedure Title:	Incomplete ('I') Grade Policy
Policy/Procedure Number:	AAI-02-2019
Date Developed/Revised:	February 2019, April 2019, Feb 2020
Date Approved by Academic Council:	February 22, 2019, Feb 2020
Date Approved by Executive Council:	
Date of Next Revision:	February 2022
Contact:	Dean, Undergraduate Studies
Appendices:	<ul style="list-style-type: none"> ▪ Resit Examination Application For ▪ Alternative Examination Form
Related Policies/Procedures:	<ul style="list-style-type: none"> ▪ Examination Policy ▪ Student Handbook ▪ Incomplete 'I' Grade Procedure
Position(s) Responsible for Adherence to Policy:	Programme Coordinator, Lecturer, SMS Administrator, Heads of Department (HOD), Head of School (HOS), Dean, Registrar, Examinations Manager and the Executive Vice President of Academic Affairs (EVPAA)
APPROVED BY: UCC Academic Council	APPROVED BY: UCC Executive Council
Name: Professor Bernadette Warner, Executive Vice President For Academic Affairs	Name: Professor Dennis J. Gayle, President/Executive Chancellor
	
Signature:	Signature:
Date: February 2019	Date: February 2019

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INCOMPLETE 'I' GRADE POLICY February 2019, Revised February 2020

Undergraduate Programmes Academic Affairs

Objective- The Incomplete 'I' grade is a temporary grade awarded when a student has failed to complete all the requirements of a course. This may include an incomplete final examination or final assessment due to exceptional extenuating circumstances (EEC).

Scope- The policy is effective summer 2019 governing undergraduate programmes.

1. Courses With Final Examination- The 'I' grade will not be given as a substitute for a failing grade. It is not to be used as a means of raising a grade by doing additional assessment after the grade report or as an extension to complete assessment. An alternative examination may be offered to allow students to redeem an 'I' grade.

2. Courses Without Final Examination- All courses have a final assessment; however, not all courses have final written examinations. Competency based courses without final assessments that are graded on Coursework only will not carry a final assessment.

Responsible Authority- The Programme Advisor, Programme Coordinator, Lecturer, SMS Administrator, Heads of Department (HOD), Heads of School (HOS), Registrar, Examinations Manager, Dean and the Executive Vice President of Academic Affairs (EVPAA).

Section A- Courses With Final Examination

Academic Referrals and Academic Deferrals

Students who have not successfully completed a course may be eligible for a referral or a deferral.

Academic Referral

The term Referral is used when the student has not met the pass criteria of a course and has to undertake re-assessment before the start of the next academic year in order to progress to the next stage of the course or gain the final award.

Students will be entitled to one referral opportunity in each instance of failing a final examination over one academic year. Any entitlement to referral can be removed following a proven academic offence or a decision taken by the Dean.

The referral may be an opportunity to re-sit the exam at the next sitting or retake the course:

- **Final Exam Re-sit-** Students who have successfully (scored between 70-100%) completed all coursework and mid course examination and have earned a grade of between 45% and 49% in their final exams will be allowed an opportunity to re-sit the exam at the next sitting of that examination. A re-sit is a further attempt to pass a course and be awarded credits for that course. Re-sit marks will be capped at a minimum pass (50%). A re-sit mark of less than 50% will also replace the original mark unless that mark is lower than the first attempt. Re-sit courses will remain on students' Aeorion profile and the course grade designation will be 'RE'.

If the student does not sit the exam as scheduled, the student would have been deemed to have failed the course. A failed attempt at re-sit will require a repeat of the entire course.

- **Conditions of RE-** The conditions of the Re grade in the case of an academic referral are:
 1. *Only tenable for students who have scored a passing grade of at least 70% in the course work and a marginal failing grade in the final exam of 45% - 49%*
 2. *The re-sit final assessment grade will be capped at 50%. This is added to the coursework grade to determine the letter grade or the overall grade.*
 3. *Exam re-sit under 'RE' conditions will require registration for final exam Re-Sit only, at half the cost of tuition for the failed course.*
 4. *A repeat of the course requires registration for the course at the stipulated tuition.*

Academic Deferral – A Deferred Examination is the sitting of an examination at a time other than the original scheduled time/date. This examination is normally called an “Alternative Examination”. Due to some special considerations, the student may have missed the exam; this is when the student has requested this facility because of ‘good cause’. In this case, the student may be assigned an Incomplete “I” grade. Since the student is sitting the exam for the first time, a deferred examination grade is not capped.

“Good cause” may include:

- current illness
- serious personal problems
- an accident
- a recent death in the immediate family
- a large and necessary increase in working hours
- other situations of equal gravity

In such cases, the student may apply for the Exceptional Extenuating Circumstances (EEC) option.

Conditions of I:

All 'I' grades are further subject to the following conditions:

1. *Students may only have up to six “I” grades in a semester in a programme*
2. *Students have the option to repeat the course*
3. *Exam re-sit under 'I' conditions will require registration for final exam Alternative only, at payment of the stipulated tuition.*
4. *A repeat of the course requires registration for the course at the stipulated tuition.*

Exceptional Extenuating Circumstances (EEC) - Exceptional Extenuating Circumstances (EEC) are short-term, sudden and/or unforeseen events or circumstances which

are beyond the control of the students and which can be proved to have significantly and adversely impacted a student's ability to study or to complete one or more assessment.

Alternative Examination-An Alternative Examination may be offered where extenuating circumstances beyond the control of the student affects his/her and/or attendance at an examination, as approved by the HODs or Dean.

Section B- Courses Without Final Examination



Effective: Spring 2020

Coursework- Students sitting competency based courses that are evaluated on Coursework only will not carry a final exam. Students are required to complete all graded in-class assessments and achieve an accumulative 50% pass mark.

Academic Referral/Deferral- Students sitting competence based courses will not have the option of academic referral/deferral as students will not sit a final exam, or have the need to resit final assessment. Students will have the opportunity to complete coursework assessments and achieve a pass mark before the end of the semester.

Conditions of RE- The conditions of Re is not applicable for courses without a final examination. Students failing competency based courses will be required to repeat the course when next the course is offered at the full tuition fee cost.

Sanctions- A student found to have falsified an Exceptional Extenuating Circumstance (EEC) application and/or misrepresented his/her evidence in an attempt to use the Incomplete 'I' Grade Policy to upgrade his/her grade shall have committed an offence and will be recommended to the Disciplinary Committee for action.



INCOMPLETE 'I' GRADE PROCEDURE February 2019

Objective- The Incomplete 'I' Grade Procedure provides general guidance on the regulation of the Policy and guides the usage of the Examination Resit Application Forms and the Alternative Application Forms that should be completed by students to apply for final assessment or an examination of a course.

Section A- Courses With Final Examination

Re-Sit Examination Application- The student must complete a Re-Sit Examination Application Form (Appendix A) which should be submitted to the Head of Department:

1. Within three (3) working days of publication of grades for the examination failed
2. If an extension is granted, the student will be advised of the revised deadline to sit the relevant examination.
3. The Form should be submitted by the end of the Add/Drop period in the next semester
4. Registration for a Re-Sit Examination will cost half the cost of tuition for the failed course. Only candidates whose accounts are in good standing will be permitted to resit an examination.

Alternative Examination Application- The student must complete an Alternative Examination Application Form (Appendix B) which should be submitted to the Head of Department:

1. Before the date of the examination (or due date of the course work), or
2. Within three (3) working days of the date of the specific examination missed, in cases where it was not possible to submit the form before the examination.
3. The Form should be submitted with supporting evidence before the relevant examination or assessment.
4. If an extension is granted, the student will be advised of the revised deadline to sit the relevant examination.
5. Registration for an Alternative Examination will cost the stipulated amount. Only candidates whose accounts are in good standing will be permitted to sit an Alternate examination.

Incomplete Grade Redemption- An 'I' grade may be redeemed with a passing grade once the student has satisfactorily completed the outstanding examination as specified by the Examination Policy. Students will normally be expected to take the exam at the next available sitting.

An 'I' grade must be replaced with a letter grade in the designated period or the grade will revert to an 'F' grade.

Total Incomplete Grade- A student is eligible for up to six (6) 'I' grades in a semester in a Programme after which the full course must be repeated

Grade Point Average (GPA)- An 'I' grade will not be counted in the student's grade point average. Only candidates whose accounts are in good standing will be permitted to resit an examination.

Failing Course Work Grade- Where possible, a student should be given the opportunity to redeem a failing coursework grade as long as submissions are made before the end of the semester.

Failing Final Assessment –Where a student has received a marginal grade and allowed one RE, a second marginal grade in the same course, will result in a grade of F.

Section B- Courses Without Final Examination



Course Work Grade- Where possible, a student should be given the opportunity to redeem a failing coursework grade as long as submissions are made before the end of the semester. Deadlines for submissions are included in the Course Outlines Schedule.

Total grade below 50%- A student who does not achieve a total grade of at least 50% will be considered to have failed the course and must repeat the course at the next sitting.

Appendices

- **Appendix A- Resit Examination Application Form**
- **Appendix B- Alternate Examination Application Form**

'I' Grade- On Aeorion an 'I' grade must be replaced with a letter grade in the designated period or the grade will revert to an F grade.

Appendix A- Resit Examination Application Form



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RESIT EXAMINATION APPLICATION FORM

INSTRUCTIONS

1. Candidates must complete application in duplicate
2. This offer is applicable only to students who have received the 'RE' grade for a course.
3. The duly authorized form must then be taken to the UCC cashier/Campus Manager, accompanied by the current applicable fee.
4. One copy of the authorized forms will be retained by the UCC.
5. Candidates must present the second copy on the day of the examination along with their exam permit and valid UCC ID.
6. Only candidates whose accounts are in good standing will be permitted to resit an examination.

SECTION 1 : STUDENT AND CONTACT INFORMATION

*FIRST NAME			
*MIDDLE NAME(S)			
*LAST NAME			
*I.D. #		EMAIL	
PHONE		(HOME)	
		(MOBILE)	
		(WORK)	
CAMPUS(ES) ATTENDED	1 	2 	3

SECTION 2 : PROGRAMME INFORMATION

PROGRAMME REGISTERED FOR		DATE STARTED	mm / dd / yyyy
COURSE FOR WHICH REGISTERED		ORIGINAL DATE OF EXAM	mm / dd / yyyy
SECTION REGISTERED		SCHEDULED DATE OF RESIT EXAM	mm / dd / yyyy

SECTION 3 : SIGNATURE

*NAME *SIGN HERE DATE mm / dd / yyyy

FOR OFFICIAL USE ONLY

TO BE COMPLETED BY THE PROGRAMME COORDINATOR

COURSE WORK SCORE		GROUP/SECTION		LECTURER	
VERIFIED BY		SIGNATURE		DATE	mm / dd / yyyy
APPROVED BY		PROGRAMME COORDINATOR		DEAN/HOD	

TO BE COMPLETED BY CASHIER

AMOUNT PAID		RECEIPT #	
FINANCIAL STATUS		APPLICATION :	Approved Denied
VERIFIED BY		SIGNATURE	
INVIOLATED BY		SIGNATURE	
		DATE	mm / dd / yyyy

TO BE COMPLETED BY THE MARKER

EXAM SCORE		MARKER'S SIGNATURE		DATE	mm / dd / yyyy
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Appendix B- Alternate Examination Application Form



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ALTERNATIVE EXAMINATION APPLICATION FORM

INSTRUCTIONS

1. Candidates must complete application in duplicate
2. Candidates should submit to their coordinator completed forms along with valid document(s) - (letter from employer, justice of the peace, govt. body etc) or medical certificate/report - for authorization, [redacted] before the scheduled examination period.
3. The duly authorized form must then be taken to the UCC cashier/Campus Manager, accompanied by the current applicable fee.
4. One copy of the authorized forms will be retained by the UCC.
5. Candidates must present the second copy on the day of the examination along with their exam permit and valid UCC ID.
6. Only candidates whose accounts are in good standing will be permitted to sit an Alternative examination.

SECTION 1 : STUDENT AND CONTACT INFORMATION

*FIRST NAME			
*MIDDLE NAME (S)			
*LAST NAME			
*I.D. #		EMAIL	
PHONE	(HOME)	(MOBILE)	(WORK)
CAMPUS(ES) ATTENDED	1	2	3

SECTION 2 : PROGRAMME INFORMATION

PROGRAMME REGISTERED FOR	DATE STARTED
	nn / dd / yyyy
COURSE FOR WHICH REGISTERED	ORIGINAL DATE OF EXAM
	nn / dd / yyyy
SECTION REGISTERED	SCHEDULED DATE OF ALTERNATE EXAM
	nn / dd / yyyy
STATE REASON FOR APPLICATION	

SECTION 3 : SIGNATURE

*NAME

*SIGN HERE >>>

DATE

nn / dd / yyyy

FOR OFFICIAL USE ONLY

TO BE COMPLETED BY THE PROGRAMME COORDINATOR

COURSE WORK SCORE _____ GROUP/SECTION _____ LECTURER _____
VERIFIED BY _____ DATE _____
PROGRAMME COORDINATOR SIGNATURE
APPROVED BY _____
DEAN/100

TO BE COMPLETED BY CASHIER

AMOUNT PAID _____ RECEIPT # _____
FINANCIAL STATUS _____ APPLICATION : Approved Denied
VERIFIED BY _____ DATE _____
STUDENT FINANCIAL SERVICES OFFICER SIGNATURE
INVIGILATED BY _____ DATE _____
INVIGILATOR SIGNATURE
ALTERNATE EXAM: End of Module Mid-Module

TO BE COMPLETED BY THE MARKER

EXAM SCORE _____ MARKER'S SIGNATURE _____ DATE _____
nn / dd / yyyy

EXD# 08-16-08-2013

Revised: August 28, 2017