Final Grades – Giving an Incomplete Grade

Final Grades

Incomplete Grade Policy

An 'I' (Incomplete) grade is assigned only in extraordinary circumstances when a final grade is not available during the official reporting period.

The professor submits an 'I' grade in cases where they assign a later deadline for a final assignment or schedule a supplemental examination.

To support a student-centred philosophy, the professor is encouraged to replace the 'I' grade with a passing or failing grade by the 'refund date' of the subsequent term or an equivalent date. The deadline for 'I' grade conversion will be the 'withdrawal without academic penalty date' of the subsequent term or an equivalent date at which time it will be automatically converted to an 'F' grade. The Academic Manager and Registrar or designates must approve any exception to this deadline.

While an 'I' grade in a prerequisite course does not prevent a student from enrolling in a subsequent course, an 'I' grade replaced by an 'F' grade in that prerequisite course will result in withdrawal of the student from the subsequent course.

From: College Policy 2-C-04 Course Grade System

You can find the full Policy, and the other College Policies on the Fanshawe College website or in the College Policies Module in all your FOL courses.

'I' Grades

In some circumstances, you may not be able to complete a student's final grade because of outstanding work.

An Incomplete grade is to be used when a student has a valid reason for requiring an extension on their course work. If you are looking for guidance about when an 'I' grade is appropriate, you can check with your Coordinator, the Student Success Advisor, the Program Manager, or the Chair. You may also be contacted by a counselor advocating on a student's behalf.

When using the 'I' grade, you should arrange with the student, a deadline for completing the outstanding work. As policy 2-C-04 states, this date should ideally be before the 'Refund date' of the next term, so students are able to make an informed decision about their studies. The deadline should be reasonable based on the scope of the work being completed.

'I' Grades – Grade Transfer Process

- In your FOL Gradebook, leave the Adjusted Final Grade blank
    - NOTE: Do NOT put a 0 in, or leave the student's current grade, both of these options will result in the numeric grade being changed into the corresponding letter grade.

- After you click Grades Transfer and accept the pop-up, you will notice that in your list of students, the student with the blank Final Adjusted Grade will be highlighted
  - This is where you will indicate the 'I' grade, and you can also indicate the date by which the student work will be completed. After this date, the 'I' will be changed to an 'F' unless you have completed the necessary paperwork (see below), so it is important to remember this deadline.
- Complete the Grade Transfer process as normal.

After the Grading Deadline

- Stay in contact with the student as they complete their work.
- Students have access to their FOL course for 1 month after Academic Standing. You can find this date on the Academic Calendar.
  - If it is past the 1 month mark, you will need to find an alternative way for the student to hand in their work. If you are having difficulties, consult with your Educational Support Technologist.
- Grade the student's work promptly after you receive it.
- Put their updated grade into your FOL gradebook. *NOTE*: You can still access the course even if it is closed to students.
  - Recalculate the grade if necessary
    Please Note: That indicating the change on FOL has **NO** impact on the student's final grade. Updating your FOL gradebook is to make the calculation of their final grade easier for you. You must still have the grade changed in Colleague.
- Determine the student's updated Letter Grade based on the table below
- Come into A2003 and complete the *Grade Change* Form. This form is located in the cabinet behind the SIS Designate.
- Once you have completed the form, hand it to the SIS Designate who will make the changes on the system.
- It may take a few days for the changes to be updated on the student's WebAdvisor

Numeric to Letter Grades Reference Table

Numeric Grade Range	Letter Grade	Grade Point
90-100	A+	4.2
80-89	A	4.0
75-79	B+	3.5
70-74	B	3.0
65-69	C+	2.5
60-64	C	2.0
55-59	D+	1.5
50-54	D	1.0
0-49	F	0