

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.		Officer Responsible	
<b>S2026-02</b>		<b>Vice President, Academic and Provost</b>	
Policy Name			
<b>Incomplete Grades</b>			
Approved by	Replaces	Category	Next Review
<b>Senate</b>	<b>S1990-02 Grade Change Time Limit</b>	<b>Academic</b>	<b>April 2031</b>
Date Issued	Date Revised	Date in effect	Related Policies
<b>April 7, 2026</b>	<b>April 7, 2026</b>	<b>April 7, 2026</b>	

**1. PURPOSE**

1.1 The purpose of the Incomplete Grades Policy is to provide the Capilano University (the “University”) community with direction for the granting of extensions for the completion of course requirements to students impacted by hardship.

**2. SCOPE**

2.1 This policy relates to all academic courses at the University.

**3. POLICY STATEMENT**

3.1 Students who have experienced documented hardship that impacts their ability to complete their course within the normal timeframe, with the agreement of their course instructor, will receive additional time, normally not more than four months, to complete their course requirements.

**4. PROCESS AND TIMELINE**

4.1 Where a student is approved for an extension, an Incomplete (“I”) grade will be submitted as the final grade for the course.

4.2 A time limit of four (4) months from the end of the semester will be provided, with the agreement of the instructor, to complete course requirements.

4.3 Instructors may grant a further extension in exceptional circumstances. This request must be made in writing, to the relevant chair or dean, with any supporting documentation attached.

4.4 The instructor must complete a Change of Grade Form and submit it to the Registrar’s Office within the initial four-month period. Any additional extension requires a further Change of Grade Form that must be countersigned by the Coordinator and the Dean.

- 4.5 When the student completes the work within the extension period, the instructor will enter the revised final grade by the final grade deadline of the term. If the instructor does not do so by the final grade deadline, the grade will be changed to the evaluation attained at the time the Incomplete grade was originally assigned, as reported on the Change of Grade form. The final grade replaces the "I" status and will be included in Grade Point Average (GPA) calculations.
- 4.6 If the student does not complete the work within the extension period, the Registrar will automatically assign the predetermined grade that has been entered on the Change of Grade form reflecting the work not completed.
- 4.7 Errors in grade calculation will have no time limit.

**5. DESIGNATED OFFICER**

- 5.1 The Vice President, Academic and Provost is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Registrar.

**6. RELATED POLICIES AND GUIDANCE**

S2017-01 Grading Profile Policy

Change of Grade Form