



Approved

Bahamas Technical and Vocational
Board of Directors
Effective Fall 2023

POLICY NUMBER	AA-23-02-005
TITLE OF POLICY	Incomplete Grades
DATE OF ADOPTION	Spring 2023
SUPERSEDES	All previous policies and procedures regarding incomplete grades
DATE OF IMPLEMENTATION	Fall 2023
PROJECTED DATE OF REVISION	Fall 2028
PURPOSE OF THE POLICY	To identify the procedures by which students may request an incomplete grade
REVISION NUMBER	Version I
ACCOUNTABILITY	Office of Academic Affairs
RELATED POLICIES/PROCEDURES	Policy on Final Examinations Policy on Final Grade Appeals Policy on Grading
APPENDICES	None

1.0 Preamble

The Bahamas Technical and Vocational Institute (BTVI) requires students to submit course assignments as stipulated by their course instructors. BTVI acknowledges that, in some instances, extenuating or other circumstances may prevent students from submitting all assignments prior to the submission of final grades. In such instances, students may request additional time to complete the required work by requesting an incomplete grade.

2.0 Scope

This policy establishes the procedures by which students may request an incomplete grade.

3.0 Policy

- 3.1 Students who have completed at least three quarters of the required coursework with a passing grade and who, due to extenuating circumstances, are unable to submit the remainder of the work prior to the submission of final grades may request an incomplete (I) grade.
- 3.2 Students must submit a *Request for An Incomplete Grade* to the course instructor along with a valid reason for failing to submit the remainder of the work. Some of the reasons for which an incomplete grade may be considered are:
 - 3.2.1 Death of an Immediate Family Member
 - 3.2.2 Accident/Personal Injury/Hospitalisation
 - 3.2.3 Job Related Travel
 - 3.2.4 Large and necessary increase in Working Hours and/or Workload



- 3.3 The decision to allow or deny a request for an incomplete rests solely with the course instructor.
- 3.4 On or before the due date for the submission of final grades as stipulated in the Academic Calendar, the course instructor shall forward the approved *Request for An Incomplete Grade* to the Office of the Registrar.

Incomplete or “I” Grades

- 3.5 The Office of the Registrar shall assign the administrative notation of “I” for the course.
- 3.6 The “I” grade shall be reflected on the individual student’s record in the BTVI Student Information System and will not be included in the calculation of the student’s grade point average.
- 3.7 “I” grades must be changed by the course instructor within three (3) weeks of the start of the following semester. “I” grades that are not changed within this time will be changed to an “F” grade. The “F” grade will be included in the calculation of the student’s grade point average.
- 3.8 Students who do not submit the required work as agreed on the *Request for An Incomplete Grade* will receive an “F” grade for the course and will not be considered for an extension. The “F” grade will be included in the calculation of the student’s grade point average.
- 3.9 Incomplete grades cannot be awarded in those instances in which the incomplete coursework is a final examination. Students who, due to extenuating circumstances, are unable to sit a final examination must submit a *Request for a Special Sitting of a Final Examination* to the Office of Examinations and Testing Services as soon as possible or no later than seven (7) days after the date of the final exam.