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27 February 1997

TO: Members University Senate

FROM: University Senate Council

RE: AGENDA ITEM: University Senate Meeting, Monday, March 10, 1997. 3:00 PM Proposed amendment to the Senate Rules, Section V (Incomplete Grades) - changes in the I grade rules for graduate level courses.

Proposal

I (Incomplete Grades)

A grade of I (Incomplete) may be assigned to a graduate student if a part of the work of a course remains undone and there is a reasonable possibility that a passing grade will result from completion of the work. All Incompletes (I grades) must be replaced by a regular final letter grade within 12 months of the end of the academic term in which the I grade was awarded or prior to the student's graduation, whichever occurs first. If an I grade has not been replaced within the allowable period, the University Registrar shall change the I grade to a grade of E on the student's permanent academic record and adjust the student's grade-point standing accordingly, unless otherwise approved because of exceptional circumstances by the Dean of the Graduate School on recommendation of the Director of Graduate Studies in the student's program.

Instructors who assign an I grade should file with the student's Director of Graduate Studies information which includes 1) the name of the student, 2) the course number and hours of credit, 3) the semester and year of enrollment, 4) specific information on the work to be completed before a final grade can be assigned, and 5) the time frame in which the specific requirements are to be met (not to exceed 12 months). Graduate students should consult with their Director of Graduate Studies concerning procedures relative to the awarding of "I" grades and the conditions under which they may be removed I that particular program.

Background and Rationale:

Present policy requires that "I" grades be removed, but does not specify the time period in which this must occur. The proposed policy spells out the time frame and the consequences of failure to remove the "I" grade in the allotted time. The proposal also calls for administrative

procedures which ensure that the student is fully informed of the instructor's expectations for completion of the course.

Implementation Date: Fall, 1997

Note: If approved the proposal will be forwarded to the Rules Committee for codification

US Agenda: "I" Grades for Graduate Level Courses, 3.10.97