

26 November 1997

MEMORANDUM

TO Members, University Senate

FROM University Senate Council

RE AGENDA ITEM: University Senate Meeting, Monday, 8 December 1997 at 3:00 PM. Proposal to amend University Senate Rules, Section V - 5.1.3.2 (Incomplete Grades)

Proposal (brackets indicate deletion; underlining indicates additions)

5.1.3.2 Grade I (US: 9/14/87): The grade I means that part of the regularly assigned work of the course remains undone. It shall be given only when there is a reasonable possibility that the student can complete the work within the allowable period of time for removal of an I grade and that a passing grade will result from completion of the work. Except under exceptional circumstances, the student will initiate the request for the I grade. An I grade shall not be given when the student's reason for incompleteness is unsatisfactory to the instructor. A grade of I must be replaced by a regular final letter grade not later than 12 months from the end of the academic term in which the I grade was awarded or prior to the student's graduation, whichever occurs first. The instructor can extend the contract period for up to an additional 12 months by completing a grade assignment form. If the instructor is not available, the department chair or dean of the college in which the course is offered may complete a grade assignment form to extend the contract period for up to 12 months. In the event the grade of I is not replaced by a regular final letter grade 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. In the event that an I becomes an E, the instructor may submit a grade assignment form to replace the E within 12 months from the time the E was assigned. A graduate who had an I grade on his or her academic record at the time of graduation (and which grade was subsequently changed to an E by the Registrar) may be allowed a maximum of 12 months following the end of the term in which the course was taken to satisfactorily complete the course and receive a grade change. [If the instructor is not available, the department chair or dean of the college may petition the chair of the Senate Council to extend the contract period of the I grade.] (US: 10/11/93)

Rationale: Instead of leaving the decision regarding extension of Incompletes beyond one year to the Chair of the Senate Council, the decision is now placed in the hands of the instructor who would be in the best position of determining whether an extension was warranted and practical. The revisions also place an absolute cap of 24 months, rather than leaving the extension period open-ended, as it is at present. (There is currently no time limit on the granting of an extension by the Chair of the Senate Council.)

Background: This proposal was recommended by the Senate Council Task Force on Retroactive Withdrawals and Extensions of Incompletes. The Task Force was charged by the Senate Council in May, 1997, to review various waivers and substitutions, for consistency and legitimacy of such practices in light of academic quality, fairness, and compliance with the Americans With Disabilities Act (ADA). The proposal before the Senate was unanimously recommended by the Task Force, and approved by the University Senate Council.

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

Implementation Date: Fall, 1998