

## Brothers, Sheila C

---

**From:** Raphael Finkel [raphael@cs.uky.edu]  
**Sent:** Thursday, January 10, 2013 5:42 PM  
**To:** Brothers, Sheila C  
**Cc:** Lowry, Regina; Prats, Armando; Graf, Gregory A; Hayes, Robert Z; Jackson, Vanessa P; Raphael Finkel; Stanley, Aaron D; Rachel McMahan; Lewis, Wayne D; Provost, University of Kentucky; Witt, Don  
**Subject:** Item 10: Reference in Senate Rules to Nonexistent Form for "I" Grade

Sheila,

The SAASC has approved a suggestion shown below, after all the introductory material.

Raphael

---

Item 10: Reference in Senate Rules to Nonexistent Form for "I" Grade

Summary:

An I grade used to be granted upon the submission of a form from the Registrar. Likely due (at least in part) to the move to electronic processing, the paper form is no longer used. There are concerns that the information that was gathered on the form was useful and that the practice should be continued. The SC has asked the SAASC to offer an opinion.

Relevant Senate Rules:

5.1.3.2 Grade I [generic rule, with specific exceptions later -- Raphael]

The grade I means that part of the regularly assigned work of the course remains undone. It shall be conferred 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 shall initiate the request for the I grade. An I grade shall not be conferred when the student's reason for incompleteness is unsatisfactory to the Instructor of Record. 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 Registrar's Office shall provide notification to the Instructor of Record at least two months prior to expiration of the allowable period. The Instructor of Record can extend the allowable period for up to an additional 12 months by completing a grade assignment form. If the Instructor of Record 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 allowable 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, Registrar shall change the I grade to a grade of E on the student's permanent academic record and adjust the student's GPA accordingly. In the event that an I becomes an E, the instructor of record 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 semester, term or session in which the course was taken to satisfactorily complete the course and receive a grade change.

For each I grade assigned, the Instructor of Record shall complete an appropriate file record on a standard form provided by the Registrar, which shall include the following:

- A. the name of the student;
- B. the course number and hours of credit;
- C. semester and year of enrollment;
- D. signature of the Instructor of Record;
- E. a brief statement of the reason(s) for recording the incomplete; and
- F. specific instructions on how alternate grades on the work to be completed will affect the final grade;
- G. the specific time requirement (not to exceed 12 months) set by the Instructor of Record for removal of the I grade and consequences of not removing the I grade; and
- H. signature of the student, if feasible.

The Instructor of Record shall provide a complete copy of this record to the student and the department chair at the time the I grade is reported. The term "student" in this context excludes only students in the Graduate School and the Colleges of Medicine and Dentistry.

#### I (Incomplete Grades) for Graduate Students

A grade of I (Incomplete) may be awarded 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 semester, summer session or summer 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 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 average 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 of Record 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 are urged to 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 [sic] particular program.

##### 5.1.2.1 (College of Dentistry)

I Incomplete; course objectives have not been completed during the allotted course time due to circumstances usually beyond the student's control. An I grade shall be conferred only when there is a reasonable possibility that a passing grade will result when work is completed. An I must be replaced by another grade within 12 months or before graduation, whichever occurs sooner. After this period, an I grade will automatically convert to an E or an F grade as appropriate.

#### 5.1.2.3 (College of Medicine)

I Represents incomplete work at the time grades are submitted for courses. It is conferred only when there is a reasonable possibility that a grade of C or better will be earned upon completion of the work. All I grades in required courses must be replaced by a passing grade before a student can be promoted to a subsequent year. If a student later withdraws from the College, an outstanding 'I' grade can revert to a W grade at the discretion of the Student Progress and Promotion Committee.

Our charge:

We are asked to examine if an electronic form should be created and what data should be collected.

Reason why the SC thinks it is important to collect such data:

If the course is next taught by a different instructor, that instructor needs to have some institutional memory of the I grade: why it was assigned, what work is to be completed, and how to grade it.

My take:

1. There are actually four separate, but similar rules, covering undergrads (U), grads (G), students in Dentistry (D), and students in Medicine (M). U, G, and D require that the Registrar convert the I to E if no other action occurs. U, G, and D have a 1-year limit for completion of the work. U allows this limit to be extended. U and G require that specifics of the incomplete be collected and given to a superior (Chair or DGS). U mentions a registrar-provided form.

2. At least for U and G, and most likely for D and M, it is the instructor of record (or, if unavailable, a superior, for U) who assigns the grade; the new instructor for the course is not responsible for converting the I grade.

Approved suggestion:

In the best of all possible worlds, students in all four categories would have similar rules: a 12-month limit, extendible by appeal to the dean subject to student and instructor of record agreeing, and the instructor of record required to file information specifying the requirements for completion, preferably signed by the student, with a superior (Chair or DGS).

But given that there are separate rules for U, G, D, and M, and that we are not asked either to unify their language nor to fix the typo marked "sic" above, we recommend the following.

Each department is responsible for recording information for each incomplete, specifying 1) the student: name and student number, 2) the course number: number, hours of credit, semester, year, instructor of record, 3) work to be completed and basis for grading, 4) time frame for completing the incomplete (not exceeding 12 months). This information should be filed with the Chair for undergraduate students and with the DGS for graduate students. It is preferable that the information be signed and dated both by the student and the instructor of record. A standard form should be available in PDF form at the University Senate website, but each department is welcome to create its own form and scheme for recording this information.

Background....

### Senate Rules Refer to a Nonexistent Form for “I” Grade

November, 2012: The SREC considered the interpretation concerning the reference in SR 5.1.3.2 (‘incomplete grade’ rule) to a “standard form provided by the Registrar,” where in practice no such form exists.

The SREC interpreted that now that the process for entering “I” grades and changing “I” grades is completely electronic, there does not exist a paper “form” within the meaning of SR 5.1.3.2. The SREC expressed concern that in the prior transition to electronic handling of “I” grades, the electronic system is not capturing the information items A-H listed in SR 5.1.3.2; nor apparently is that information being systematically collected at the level of the department from which the “I” grade was rendered. The SREC noted that the latter situation creates a problem for ‘next Instructors’ of a course who inherit an “I” grade, but who do not have the ready means to know of the “I” grades still ‘hanging’ in their course, nor have the background information as to why the “I” was conferred and what completing action was required by the previous Instructor for removal of the “I” grade.

The Senate's policy concerning *what information about “I” grades is important to collect and retain* is an issue regarding academic standards, and the Senate Council should assign this matter to the Senate Admissions and Academic Standards Committee.

November 26, 2012: Grossman moved that the SC submit the question of the now-nonexistent I form use to the Senate's Admissions and Academic Standards Committee (SAASC) and direct the SAASC to examine if an electronic form should be created and what data should be collected. Brion seconded. A vote was taken and the motion passed with none opposed.

### Snippet from Senate Rules

#### 5.1.3.2 Grade I [US: 9/14/87; US: 10/11/93; US: 12/8/97]

For each I grade assigned, the Instructor of Record shall complete an appropriate file record **on a standard form provided by the Registrar**, which shall include the following:

- A. the name of the student;
- B. the course number and hours of credit;
- C. semester and year of enrollment;
- D. signature of the Instructor of Record;
- E. a brief statement of the reason(s) for recording the incomplete; and
- F. specific instructions on how alternate grades on the work to be completed will affect the final grade;
- G. the specific time requirement (not to exceed 12 months) set by the Instructor of Record for removal of the I grade and consequences of not removing the I grade; and
- H. signature of the student, if feasible.

The Instructor of Record shall provide a complete copy of this record to the student and the department chair at the time the I grade is reported.