

Senate Rules and Elections Committee

Feb. 26, 2013

Jones (Chair), Grossman, Pienkowski, Wood

The SREC edited the wording submitted by the SAASC to update the Senate Rule on forms for I grades (SR 5.1.3.2) to the following final form.

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), [5\) documentation that the student has been advised of the conditions for removing the incomplete.](#) This information ~~should~~ shall be filed with the department chair or chair's designee. It is preferable that the information be signed and dated both by the student and the instructor of record. A standard form ~~should be~~ is available ~~in a PDF form at~~ [at](#) the University Senate website, but each department is welcome to create its own form and scheme for recording this information.”