Subject: Incomplete Grading (University Catalog)

Reference to Senate Minutes dated: October 14, 2013

Senate Action:
MOTION: The Academic Policies Committee recommends approval of the proposed revision to Incomplete Grading in the Undergraduate Catalog.
VOTE: The motion passed unanimously.

Response requested:

- X approval for placement in University Catalog
- approval for placement in University Regulations
- recommendation to Board for placement in Board Policy Manual
- none (sent as information item)
- other action requested/comments:

Dr. Mary J. Schuttert

Faculty Senate Chair

Date: October 17, 2013

Administrative review of Senate action (unnecessary for information items):

- reviewed by General Counsel. Check ______ if comments attached
- reviewed by VPAA/Provost. Check ______ if comments attached

Presidential action:

- approve; ______ reject; ______ return to Senate for discussion/modification (comments attached)

President/Designated Administrative Officer

Date

Date of Board approval (if applicable)

PLEASE RETURN SIGNED ORIGINAL AND ATTACHMENT TO THE FACULTY SENATE OFFICE, BOX 75.
Incomplete Grading

The instructor must submit to the department chair or school director, a written notice of the specific coursework to be completed before the final grade is determined as well as reasons for the incomplete grade; a copy is kept in the school/department and one is provided to the student.

Once the incomplete work is completed by the student, a grade change form must be signed and submitted by the instructor to the Office of the Registrar.

If the course requirements are not completed after one year or at the end of the semester in which the student graduates (whichever comes first) and the grade change received in the Registrar’s Office, the grade will be recorded on the academic record as a failing or unsatisfactory grade. Once the incomplete grade(s) have rolled to unsatisfactory/failing, a grade change(s) will not be permitted.