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SR-08-09-11 BAPC

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**BUDGET AND ACADEMIC POLICY COMMITTEE
RECOMMENDATION**

RETURNED TO COMMITTEE

SR-08-09-11 BAPC

Recommends that the current INCOMPLETE policy, as stated on page 139 of the 2008-2009 Marshall University Undergraduate Catalog, be revised as follows with proposed changes being indicated with new language in **bold** font and deleted language as ~~strikethrough~~.

Incomplete: The grade of *I* (incomplete) indicates that the student has ~~not~~ completed ~~the course for some unavoidable reason that is acceptable to the instructor. The course instructor will specify~~ **a vast majority of the course, but cannot complete the course for a reason that accords with the university excused-absence policy. Students must be in good standing in the class prior to requesting an incomplete. The course instructor decides whether or not an incomplete will be granted and specifies** in writing what work the student must complete to fulfill the course requirements. The student has up to ~~one calendar year~~ **the end of the next regular semester** from the date of receipt of the incomplete grade in which to complete the course, ~~unless or~~ the instructor ~~establishes~~ **can establish** an earlier deadline. **If the next semester is a summer session, the incomplete must be finished by the end of fall semester. If special circumstances exist, which prevent the student from completing the course in the prescribed time, the incomplete can be extended with approval of the instructor, the instructor's chair or division head, and the instructor's dean.** If the student satisfactorily completes the course in the prescribed time he/she will receive a letter grade. If the student fails to complete the course requirements during the stipulated time, the grade of ~~m~~ *I* changes to a grade of *F*. ~~A student can also remove an incomplete grade by repeating the course within the twelve month period.~~

RATIONALE:

The recommended policy is more specific. It removes ambiguities related to the academic responsibilities of the student applying for an incomplete grade and addresses the length of time needed for completion of the course requirements. In addition, the responsibility of the instructor to make the decision for granting an incomplete grade is clarified.

FACULTY SENATE CHAIR:

RETURNED

TO COMMITTEE:

Cam Brummer

DATE:

12/4/08

UNIVERSITY PRESIDENT:

READ:

J. Hoyer

DATE:

12/11/08

COMMENTS: At its December 1, 2008 meeting the Executive Committee of the Faculty Senate recommends substantive editorial changes, i.e. provide a definition of "vast majority"; replace "up to" with "until"; replace "next regular semester" with "fall or spring semester"; replace two instances of "can" with "may"; and to delete the sentence, "If the next semester....".