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SR-10-11-22 EC

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EXECUTIVE COMMITTEE RECOMMENDATION

SR-10-11-22 EC

Recommends that the current INCOMPLETE policy (as stated on page 86 & 87 of the 2010-2011 Marshall University General Undergraduate Catalog) be revised as follows with proposed changes in **bold** type and deleted language shown ~~striketrough~~.

Incomplete Grade Policy from Undergraduate catalog 2010-2011

Incomplete: The grade of *I* (incomplete) indicates that the student has completed three-quarters of the course, as determined by the instructor, but cannot complete the course for a reason that accords with the university excused-absence policy. **For courses (traditional or on-line) that do or do not have a defined absence policy, it is determined by the instructor to issue the "I" grade.** Students must be in good standing (for example a "C" grade or better) in the class prior to requesting an incomplete. The course instructor decides whether or not an incomplete will be granted and specifies in writing on the university incomplete grade form what work the student must complete to fulfill the course requirements. The student has until the end of the next fall or spring semester from the date of receipt of the incomplete grade in which to complete the course, or the instructor may establish an earlier deadline. If special circumstances exist, which prevent the student from completing the course in the prescribed time, the incomplete may be extended with the written approval of the instructor, the instructor's chair or division head, and the instructor's dean **noting the time period for the work to be completed.** 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 *I* changes to a grade of *F*, *NC*, or *U*, depending on the type of grade appropriate for the course. All grades remain on the student's permanent record as originally submitted by the course instructor, except for *I* grades that have been completed and changed by the instructor. Any grade change is added to the permanent record.

In the event that the faculty leaves the institution or is no longer available, the disposition of incomplete grade or grades is the responsibility of the chair, the dean, or the provost. If the chair is unavailable, the responsibility falls on the dean; if the dean is unavailable the responsibility goes to the provost. The decision will be made in consultation with the faculty in the appropriate discipline.

RATIONALE:

The recommended policy is more specific. It removes ambiguities related to the academic responsibilities of the student applying for an incomplete grade. In addition, the responsibility of the instructor to make the decision for granting an incomplete is further clarified.

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: Cam Brannan DATE: 2/4/11

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: [Signature] DATE: 3/16/11

DISAPPROVED: _____ DATE: _____

COMMENTS: _____
