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Faculty Senate

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SR 21-22-12 BAPC

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Budget and Academic Policy Committee RECOMMENDATION

SR 21-22-12 BACP

Detailed Rationale

The Commercial Pilot - Fixed Wing B.S. degree program requires students to complete traditional credit hours as well as clinical “clock hours” (for flight labs and simulations) and verification of competencies. While instruction in credit-hour based courses begins and ends according to the standard University Academic Calendar, instruction in flight labs and their associated ground schools must be aligned with each student’s individual progress. For purposes of course registration, however, flight labs and ground schools are scheduled according to the standard Academic Calendar.

Because of the individual progress varying from student to student, it is possible for students in the Bill Noe Flight School to complete a flight lab and its associated ground school well before the regular semester concludes. As a result, students may elect to start the next flight lab and ground school immediately. For example, a student may complete the Solo Flight Lab by week 8 of the Fall term and wish to begin the Private Pilot Lab immediately in week 9. It is also possible that inclement weather, aircraft maintenance, or other external factors may delay a student’s completion of flight labs. In either case (starting mid-semester, or being affected by external factors), the student may need additional time in the following semester to complete the flight lab and ground school. The Registrar, Bursar, and Financial Aid office have developed a plan to work with students using current procedures.

The goal of this recommendation is to formalize the use of the Incomplete grade to handle the grade reporting for these situations. The Registrar recommends against using the *PR* grade, which is not presently available for any undergraduate courses. The Incomplete grade is available, but the current policy on Incomplete grades requires completion of three quarters of the courses, which may not be the case in the Flight School.

The concrete proposal is to insert the following text as a new paragraph at the end of the current policy on Incomplete grades:

An I grade may also be assigned to students in flight lab or ground school courses in the Bill Noe Flight School, when the student is making satisfactory progress towards completion but is unable to complete the course during the semester. These I grades will be approved by the instructor and the Director of the Flight School.

Students would still be expected to complete the Incomplete by the end of the subsequent fall or spring semester.

**Budget and Academic Policy Committee
RECOMMENDATION**

SR 21-22-12 BACP

Existing policy

Incomplete Grade

An *I* grade (Incomplete) is given to students who have completed at least three quarters of the work for the course, as determined by the instructor, but who do not complete course requirements for reasons deemed acceptable to the course instructor. The *I* grade is not considered in determining the Grade Point Average, except for graduation. 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; this remaining-requirements description is to be submitted with the University's Incomplete Grade Form, with copies to the student and the instructor. To complete the course, the student has until the end of the next fall or spring semester, whichever comes earlier, after the semester in which the incomplete grade was assigned, or the instructor may establish an earlier deadline. If extenuating circumstances exist, which prevent the student from completing the course in the prescribed time, the incomplete grade may be extended with written approval of the instructor, the instructor's chair or division head, and the appropriate dean. If the student satisfactorily completes the course in the prescribed time he/she will receive either a letter grade, a *CR* grade, or an *S* grade, depending upon what type of grade is appropriate for the course. 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.

Budget and Academic Policy Committee RECOMMENDATION

SR 21-22-12 BACP

Revised policy

Incomplete Grade

An *I* grade (Incomplete) is given to students who have completed at least three quarters of the work for the course, as determined by the instructor, but who do not complete course requirements for reasons deemed acceptable to the course instructor. The *I* grade is not considered in determining the Grade Point Average, except for graduation. 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; this remaining-requirements description is to be submitted with the University's Incomplete Grade Form, with copies to the student and the instructor. To complete the course, the student has until the end of the next fall or spring semester, whichever comes earlier, after the semester in which the incomplete grade was assigned, or the instructor may establish an earlier deadline. If extenuating circumstances exist, which prevent the student from completing the course in the prescribed time, the incomplete grade may be extended with written approval of the instructor, the instructor's chair or division head, and the appropriate dean. If the student satisfactorily completes the course in the prescribed time he/she will receive either a letter grade, a *CR* grade, or an *S* grade, depending upon what type of grade is appropriate for the course. 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.

An *I* grade may also be assigned to students in flight lab or ground school courses in the Bill Noe Flight School, when the student is making satisfactory progress towards completion but is unable to complete the course during the semester. These *I* grades will be approved by the instructor and the Director of the Flight School.

Budget and Academic Policy Committee RECOMMENDATION

SR 21-22-12 BACP

Revised policy without markup

Incomplete Grade

An *I* grade (Incomplete) is given to students who have completed at least three quarters of the work for the course, as determined by the instructor, but who do not complete course requirements for reasons deemed acceptable to the course instructor. The *I* grade is not considered in determining the Grade Point Average, except for graduation. 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; this remaining-requirements description is to be submitted with the University's Incomplete Grade Form, with copies to the student and the instructor. To complete the course, the student has until the end of the next fall or spring semester, whichever comes earlier, after the semester in which the incomplete grade was assigned, or the instructor may establish an earlier deadline. If extenuating circumstances exist, which prevent the student from completing the course in the prescribed time, the incomplete grade may be extended with written approval of the instructor, the instructor's chair or division head, and the appropriate dean. If the student satisfactorily completes the course in the prescribed time he/she will receive either a letter grade, a *CR* grade, or an *S* grade, depending upon what type of grade is appropriate for the course. 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.

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**Budget and Academic Policy Committee
RECOMMENDATION**

SR 21-22-12 BACP

Recommends that the Incomplete Grades policy in the Undergraduate Catalog be amended as shown on the attached document.

RATIONALE:

This change will facilitate using Incomplete grades for flight lab and ground school classes in the Bill Noe Flight School. This will allow students to make better progress towards their flight certifications and degree completion. A detailed rationale is shown on the attached document.

FACULTY SENATE CHAIR:

Christoforo

APPROVED BY THE
FACULTY SENATE: _____ DATE: 11/17/2021

UNIVERSITY PRESIDENT:

APPROVED: *Jenna G. Smith* DATE: 12-3-2021

DISAPPROVED: _____ DATE: _____

COMMENTS: _____
