Resolution #18, 1983-84

TO: President John E. Van de Wetering
FROM: The Faculty Senate
RE: X I. Formal Resolution (Act of Determination)
     II. Recommendation (Urging the fitness of) 
     III. Other (Notice, Request, Report, etc.)
SUBJECT: Incomplete Policy Proposal

(see attached)

Signed: [Signature] Date Sent: 6/30/84
(For the Senate)

TO: The Faculty Senate
FROM: President John E. Van de Wetering
RE: I. Decision and Action Taken on Formal Resolution
   a. Accepted. Effective Date: [Signature]
   b. Deferred for discussion with the Faculty Senate on
   c. Unacceptable for the reasons contained in the attached explanation

II., III. a. Received and acknowledged
   b. Comment: [Signature] (see attached)

DISTRIBUTION: Vice Presidents: [List of names]
Others: [List of names]
Distribution Date: 6/12/84
Signed: [Signature] (President of the College)

Date Received by the Senate: [Blank]
MEMORANDUM

TO: John E. Van de Watering  
President

FROM: Robert D. Marcus  
Vice President for  
Academic Affairs

DATE: May 9, 1984

RE: Faculty Resolution on Undergraduate Incomplete Policy

I think the policy the Senate passed on April 30 is sufficiently ambiguous that we should make some editorial specifications in approving it. Nobody ever got to discuss Item #7 and, since it was on the back page, I suspect many people didn’t even know it was there. It reads: Students intending to graduate in a semester in which they receive an incomplete will have their graduation postponed pending completion of the course. Students contemplating contracting for an incomplete grade in their last semester should be aware of the delay in graduation that will result. I think we have to interpret it as covering extensions of incompletes from previous semesters, i.e. that the incomplete is "received" anew each time. Otherwise, we are still in the situation of permanent incompletes. I suggest the following language: approved with the addition to Item #7 that "No student can graduate with an "I" on his or her transcript."

With this clarification, the new legislation is an improvement of the situation.

RDM
STATE UNIVERSITY OF NEW YORK
College at Brockport

Faculty Senate Meeting: 4/30/81
Agenda Item V. A.

INCOMPLETE POLICY PROPOSAL

1. An "I" (Incomplete) shall be assigned as a grade for a course only at the discretion of the instructor on the request of a student and on the basis of convincing evidence that the student was unable to complete all of the required work for the course because of circumstances beyond the student's control. Responsibility for completing course requirements rests with the student.

2. In such cases, the instructor and the student shall execute and sign an "I" contract. The contract shall state the work to be completed by the student, the date by which the work must be completed, and the alternate grade to be assigned if the work is not completed as stated. The contract shall not extend, however, beyond the succeeding semester. Contracts not complete at that time shall automatically receive the alternate grade specified by the instructor. The contract shall also be signed by the department chairperson. The contract shall be processed administratively in accordance with the instructions printed therein.

3. An "I" grade received during the Fall semester must be completed by the end of the following Spring semester. An "I" grade received during the Spring semester or either Summer Session must be completed by the end of the following Fall semester.

Extension is granted by the instructor only in those instances where completion of the required work is not possible due to circumstances beyond the student's control. The time limit for extensions shall not exceed the equivalent of an additional semester.

4. When the student completes the work as stated on the contract, it is the responsibility of the instructor to report the grade earned in the manner prescribed on the appropriate form.

5. If the Office of Registration and Records does not receive from the instructor either a completed contract form or a notice of extension by the deadline noted in #3 above, the Registrar shall record the alternative grade.

6. A student who receives an "I" grade shall not register for that course while the "I" is in effect.

7. Students intending to graduate in a semester in which they receive an incomplete will have their graduation postponed pending completion of the course. Students contemplating contracting for an incomplete grade in their last semester should be aware of the delay in graduation that will result.