Recommendations of the Academic Policy Committee concerning policies for reporting and administering an incomplete grade.

1. An instructor may report an incomplete for a student who has satisfied most of the course requirements but has not completed a limited amount of assigned work, possibly including the final examination. The instructor may (1) require student to request an 'I' or (2) initiate an 'I' after conferring with student about it.

RATIONALE: Some instructors argue that they should have the option to initiate an incomplete; that they evaluate carefully before reporting an incomplete; and/or that it is not always possible for a student to request an incomplete; and/or that students deserve an opportunity to complete a course and that some of them are reluctant to ask for more time.

2. The instructor may deny a student's request for an incomplete. If the instructor reports an incomplete, she/he shall notify the student on a form similar to Appendix A, formally specifying what work must be completed.

3. An instructor may specify a deadline for removing an incomplete. Such a deadline may not be later than the period provided in section 4.

The instructor who uses this provision shall be responsible for administering it, that is, for enforcing the deadline.

RATIONALE: Some instructors would like to require course work to be completed earlier than required by general policy.

4. Unless the instructor specifies a shorter period, the student receiving an incomplete must remove it by the end of the next semester she/he enrolls, including summer sessions enrollment as a semester; or by the end of one calendar year if she/he does not enroll.

5. If the student does not complete the work required to remove the incomplete in accord with sections 3 and 4, the 'I' shall remain permanently on the student's record.

RATIONALE: Several faculty and academic deans believe that an 'F' is a severe penalty for a student who has completed all but a limited amount of the work a course requires. In addition, and 'I' reflects more accurately than an 'F' the scope of the student's performance in the course.

Letting the 'I' become permanent eliminates the need to change a student's record, a task that must now be done manually.

If the University were to acquire a computer-driven student data base system, an 'I' could be changed to some other symbol more easily and economically.

6. A student may request and receive, subject to approval of both the instructor
and the student's academic dean, an extension of some definite period of time.

ACADEMIC POLICY COMMITTEE, 1981-82
Vincent Allison
Edward Knoblock, Chair during Semester II
Kwang Lee
Dorothy Mooren
Kenneth Neusen
Eric Schenker
Mary Tingley
Jessica Wirth
Wendy Wood
Students:  Sonja Rein-White
          Jeffery Schneider
          Holger Tworeck

APPROVAL OF THIS DOCUMENT WILL SUPERSEDE FACULTY DOCUMENT 1051A DATED OCTOBER 20, 1977
INSTRUCTIONS: Complete one of these forms for each student for whom you report an 'I' on the Final Grade List for your course.

Distribution: Original to student; copy to department; copy for instructor.

<table>
<thead>
<tr>
<th>Report of Incomplete</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>social security number</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ASSIGNMENTS NOT COMPLETED
- Final Exam
- Other:

Date this work must be completed: ____________________________ (If a date is not specified, your assignments must be completed by the end of the semester following this report, whether or not you are registered. If not completed by that time, the 'I' will remain permanently on your record.)

<table>
<thead>
<tr>
<th>Report of Incomplete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
</tr>
<tr>
<td>From</td>
</tr>
<tr>
<td>department</td>
</tr>
<tr>
<td>semester &amp; year</td>
</tr>
<tr>
<td>course number (SE, DS, LA, LC)</td>
</tr>
</tbody>
</table>

To Student: I have reported an 'I' instead of a final grade in the course specified at left. When you have completed the assignments assigned above, on or before the deadline indicated, I will change the 'I' to a regular grade.

If you prefer, you may request a final grade (including the possibility of 'F') based on the work you have completed.

Instructor
Signature

Student
Signature
(if 'I' was requested by or discussed with student)