

The following motion was passed at Faculty Senate meeting #228 on December 4, 2017

MOTION:

The UAF Faculty Senate moves to update the incomplete grade policy to: 1) clarify the faculty's obligation to communicate outstanding requirements to the student; and 2) establish a formal option and process for extension beyond one year.

Effective: Fall 2018

Rationale: Several times per semester, faculty request to extend beyond one year the time allowed for a student to make up work for an Incomplete. This request is made in writing to the Registrar, who almost always approves them, sometimes in consultation with the Provost. However, the current policy states that an Incomplete becomes F at the end of one year and makes no mention of extensions. Technically, under current policy, no extensions are allowed.

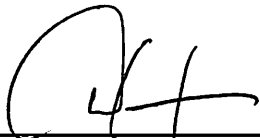
In preparing this motion, the Registrar surveyed UAA, UAS and UAF's peer institutions as defined by PAIR.

- UAA and UAS both allow one year for an Incomplete to be graded. If not graded within one year, the Incomplete remains permanently on the student's record.
- Of 11 peer institutions,
 - Six allow one year for completing the Incomplete.
 - Five designate time periods of less than one year for completing an Incomplete.
 - Seven designate F as the default grade if the Incomplete is not made up during the allowable time frame.
 - Five allow extensions beyond the original allowable time frame. Usually there is some kind of approval required (e.g. department chair and/or dean). Only one of the institutions that allow extensions is on the 1-year list. The other four institutions which allow extensions do so after shorter periods (such as the end of the next regular semester.)
 - Six out of the 11 institutions DO NOT ALLOW any extensions at all.
- Of 9 "aspirational" peer institutions,
 - Only one allowed a full year to make up Incompletes. The other nine allow shorter periods of time, such as the end of the next regular term.
 - The one school that allows a year DOES NOT allow extensions beyond one year.
 - Of the nine schools that allow time periods shorter than one year, five DO allow extensions. However, the total time allowed, including the original Incomplete window and the extension, is most often still less than one year.



Chris Fallen, UAF Faculty Senate President

The Chancellor: Approves Disapproves



Daniel M. White, UAF Chancellor

Date: 12/11/17

See the attached policy changes:

[[]] = Deletions

BOLD CAPS = ADDITIONS

The letter grade "I" (Incomplete) is a temporary grade used to indicate that the student has satisfactorily completed (C or better) the majority of work in a course but for personal reasons beyond the student's control, such as sickness, has not been able to complete the course during the regular semester. Normally, an incomplete is assigned in the case when the student is current in the class until at least the last three weeks of the semester or summer session. Negligence or indifference are not acceptable reasons for an "I" grade. The Deferred grade (DF) should be used for those cases when a student is unable to complete a course due to institutional reasons, such as breakdown of laboratory equipment.

[[The instructor will also include a statement of the work required of the student to complete the course at the time the "I" grade is assigned. A copy of the notice of the Incomplete grade will be sent to the dean of the school or college in which the course is given. *An instructor intending to assign a grade of 'I' will make a concerted effort to contact the affected student and secure the student's acknowledgement of the conditions.*]]

NORMALLY, A STUDENT WILL INITIATE A REQUEST FOR AN INCOMPLETE. IF APPROVING THE REQUEST, THE INSTRUCTOR WILL SEND A COPY OF THE APPROVAL, A STATEMENT OF THE WORK REMAINING, AND THE TIMELINE FOR MAKING UP THE INCOMPLETE TO BOTH THE STUDENT AND THE REGISTRAR. IF THE INSTRUCTOR ASSIGNS A GRADE OF INCOMPLETE WITHOUT THE STUDENT HAVING REQUESTED IT, THE INSTRUCTOR WILL SEND A STATEMENT OF THE WORK REMAINING AND THE TIMELINE FOR MAKING UP THE INCOMPLETE TO BOTH THE STUDENT AND THE REGISTRAR.

An Incomplete must be made up within one year or it will automatically be changed to an "F" grade by the [[records]] **REGISTRAR'S** office. The "I" grade is not computed in the student's grade point average until it has been changed to a regular letter grade by the instructor or until one year has elapsed at which time it will be computed as an "F". A senior cannot graduate with an "I" grade in either a university or major course requirement. To determine a senior's grade point average at graduation, the "I" grade will be computed as a failing grade.

IN EXTRAORDINARY CIRCUMSTANCES WHICH ARE BEYOND THE STUDENT'S CONTROL (SUCH AS MILITARY DEPLOYMENT OR MAJOR AND EXTENDED ILLNESS OF THE STUDENT), AN EXTENSION MAY BE GRANTED. THE STUDENT MUST REQUEST THE EXTENSION IN WRITING PRIOR TO THE ORIGINAL DEADLINE DATE AND THE REQUEST MUST BE APPROVED BY: THE INSTRUCTOR, THE DEAN, AND THE PROVOST.

[END MOTION HERE]

Recent History of Incomplete @ UAF

The UAF Faculty Senate approved the following at its Meeting #7 on November 11, 1988:

MOTION PASSED (Unanimous Approval)

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Accept the following current UAF incomplete grade policy university-wide:

Incomplete Grade Policy

The letter grade "I" (incomplete) is a temporary grade used to indicate that the student has satisfactorily completed (C or better) the majority of work in a course but for personal reasons beyond the student's control, such as sickness, has not been able to complete the course during the regular semester. Normally, an incomplete is assigned in the case when the student is current in the class until at least the last three weeks of the semester or summer session. Negligence or indifference are not acceptable reasons for an "I" grade. The deferred grade (DF) should be used for those cases when a student is unable to complete a course due to institutional reasons, such as breakdown of laboratory equipment. **THE NO BASIS GRADE (NB) MAY BE USED SOLELY AT THE DISCRETION OF THE INSTRUCTOR IF THERE IS INSUFFICIENT BASIS FOR EVALUATION TO OCCUR. (PJOR)**

[[The assignment of an incomplete grade can only be made by the instructor after consultation with the Dean of the school or college in which the course is given. Deans are encouraged to consult with the Dean of Students in questionable cases.]] The instructor will also include a statement of the work required of the student to complete the course at the time the "I" grade is assigned AND A COPY OF THE NOTICE OF INCOMPLETE GRADE WILL BE SENT TO THE DEAN OF THE SCHOOL OR COLLEGE IN WHICH THE COURSE IS GIVEN. (PJOR)

An incomplete must be made up within one year or it will automatically be changed to an "F" grade by the Records Office. The "I" grade is not computed in the student's grade point average until it has been changed to a regular letter grade by the instructor or until one year has elapsed at which time it will be computed as an "F". A senior cannot graduate with an "I" grade in either a University or major course requirement. To determine a senior's grade point average at graduation, the "I" grade will be computed as a failing grade.

FY 1996-97

- Motion on changes to the policies on "W", "I", and "NB". (a) Meeting #68

(Small mention, copied below)

"I" Incomplete--

A grade used to indicate that ((you've satisfactorily completed (C or better) the majority of the work in a course, but for personal reasons beyond your control,)) YOU haven't been able to complete the

course during the scheduled course time.

When the "I" grade is given, the instructor includes a statement of the work required of you to complete the course AND THE TIME LIMITS YOU HAVE TO COMPLETE THE WORK. THE MAXIMUM TIME TO BE ALLOWED IS ONE YEAR. AT THE END OF THE DEFINED TIME LIMITS THE INSTRUCTOR MAY ISSUE A GRADE BASED ON THE WORK TURNED IN. IF THE INSTRUCTOR DOES NOT CHANGE THE "I" GRADE IT BECOMES PERMANENT AT THE END OF ONE YEAR.

((You must make up an incomplete within one year or it will automatically be changed to an "F" grade.)) The "I" grade is not computed in your GPA. ((until it has been changed to a regular letter grade by the instructor or until one year has elapsed, at which time it will be computed as an "F")) Seniors cannot graduate with an "I" grade in either a UAF or major course requirement. ((To determine a senior's GPA at graduation , an "I" grade will be computed as a failing grade))

The UAF Faculty Senate passed the following at its Meeting #135 on March 6, 2006:

MOTION:
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The UAF Faculty Senate moves to change the Grading System policy for the "I" -- Incomplete grade and add the "NB" -- No Basis grading option (2005-2006 Catalog, page 70-71), as follows:

[[]] - Deletions
CAPS - Additions

Grading System and Grade Point Average Computation

"I" Incomplete -- [[Indicates that you have not been able to complete the course during the scheduled course time. When the I grade is given, the instructor will include a statement of the work required of you to complete the course and the time limit you have to complete the work. The maximum allowed time is one year. At the end of the defined time limit, the instructor may issue a grade based on the work turned in. If the instructor does not change the I grade, it becomes permanent at the end of one year. The I grade is not computed in your GPA. You cannot graduate with an I grade in any required course.]]

THE LETTER GRADE "I" (INCOMPLETE) IS A TEMPORARY GRADE USED TO INDICATE THAT THE STUDENT HAS SATISFACTORILY COMPLETED (C- OR BETTER) THE MAJORITY OF WORK IN A COURSE BUT FOR PERSONAL REASONS BEYOND THE STUDENT'S CONTROL, SUCH AS SICKNESS, HAS NOT BEEN ABLE TO COMPLETE THE COURSE DURING THE REGULAR SEMESTER. NORMALLY, AN INCOMPLETE IS ASSIGNED IN THE CASE WHEN THE STUDENT IS CURRENT IN THE CLASS UNTIL AT LEAST THE LAST THREE WEEKS OF THE SEMESTER OR SUMMER SESSION. NEGLIGENCE OR INDIFFERENCE ARE NOT ACCEPTABLE REASONS FOR AN "I" GRADE. THE DEFERRED GRADE (DF) SHOULD BE USED FOR THOSE CASES WHEN A STUDENT IS UNABLE TO COMPLETE A COURSE DUE TO INSTITUTIONAL REASONS, SUCH AS BREAKDOWN OF LABORATORY EQUIPMENT.

THE INSTRUCTOR WILL ALSO INCLUDE A STATEMENT OF THE WORK REQUIRED OF THE STUDENT TO COMPLETE THE COURSE AT THE TIME THE "I" GRADE IS ASSIGNED AND A COPY OF THE NOTICE OF THE INCOMPLETE GRADE WILL BE SENT TO THE DEAN OF THE SCHOOL OR COLLEGE IN WHICH THE COURSE IS GIVEN. *AN INSTRUCTOR INTENDING TO ASSIGN A GRADE OF "I" WILL MAKE A CONCERTED EFFORT TO CONTACT THE AFFECTED STUDENT AND SECURE HIS/HER ACKNOWLEDGEMENT OF THE CONDITIONS.*

AN INCOMPLETE MUST BE MADE UP WITHIN ONE YEAR OR IT WILL AUTOMATICALLY BE CHANGED TO AN "F" GRADE BY THE RECORDS OFFICE. THE "I" GRADE IS NOT COMPUTED IN THE STUDENT'S GRADE POINT AVERAGE UNTIL IT HAS BEEN CHANGED TO A REGULAR LETTER GRADE BY THE INSTRUCTOR OR UNTIL ONE YEAR HAS ELAPSED AT WHICH TIME IT WILL BE COMPUTED AS AN "F". A SENIOR CANNOT GRADUATE WITH AN "I" GRADE IN EITHER A UNIVERSITY OR MAJOR COURSE REQUIREMENT. TO DETERMINE A SENIOR'S GRADE POINT AVERAGE AT GRADUATION, THE "I" GRADE WILL BE COMPUTED AS A FAILING GRADE.

"NB" NO BASIS --