12-19-1977

Incomplete Grades

The College at Brockport, College Senate
TO: PRESIDENT ALBERT W. BROWN
FROM: THE FACULTY SENATE
RE: I. Formal Resolution (Act of Determination)
   II. Recommendation (Urging the fitness of)
   III. Other (Notice, Request, Report, etc.)

SUBJECT: Incomplete Grades

(See attached)

Signed: Date Sent 1/31/78
(Sent to Senate)

TO: THE FACULTY SENATE
FROM: PRESIDENT ALBERT W. BROWN
RE: I. Decision and Action Taken on Formal Resolution
   a. Accepted. Effective Date
   b. Deferred for discussion with the Faculty Senate on
      1/31/78
   c. Unacceptable for the reasons contained in the attached explanation

II., III. a. Received and acknowledged
   b. Comment:

DISTRIBUTION: Vice Presidents:
Others as identified:

Distribution Date: ____________________________
Signed: ________
(Preseident of the College)

Date Received by the Senate: ____________________
"INCOMPLETE" GRADES

An "I" (Incomplete) shall be assigned as a grade for a course only at the discretion of the instructor 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. 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 it must be completed, and the alternate grade to be assigned if the work is not submitted. The contract shall be processed administratively in accordance with the instructions printed thereon. When the student completes the work as stated on the contract, the instructor shall report the grade earned in the manner prescribed on the "I" contract form. If the Office of Registration and Records does not receive from the instructor within thirty days after the date assigned for the completion of the work either a grade report or a notice of a new date, the Registrar shall record the alternate grade and notify the instructor of that action.

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