

1-25-1988

Resolution for Undergraduate Policy for Grade of Incomplete

The College at Brockport, College Senate

Follow this and additional works at: https://digitalcommons.brockport.edu/senate_resolutions



Part of the [Higher Education Commons](#)

Repository Citation

The College at Brockport, College Senate, "Resolution for Undergraduate Policy for Grade of Incomplete" (1988). *College Senate Resolutions*. 739.

https://digitalcommons.brockport.edu/senate_resolutions/739

This Resolution is brought to you for free and open access by Digital Commons @Brockport. It has been accepted for inclusion in College Senate Resolutions by an authorized administrator of Digital Commons @Brockport. For more information, please contact kmyers@brockport.edu.

Resolution #7

TO: President John E. Van de Wetering

FROM: The Faculty Senate Meeting on 1/25/88
(Date)

RE: X I. Formal Resolution (Act of Determination)
 II. Recommendation (Urging the fitness of)
 III. Other (Notice, Request, Report, etc.)

SUBJECT: Resolution for Undergraduate Policy for the Grade of Incomplete*



*To replace the Resolution #18 passed on 4/30/84

Signed Richard G. Frey Date Sent 1/26/88
 (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 1/21/88

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:

DISTRIBUTION: Vice Presidents: See attached list

Others: _____

Distribution Date: 1/27/88 Signed: [Signature]
 (President of the College)

Date Received by the Senate: _____

POLICY PROPOSAL FOR GRADE OF INCOMPLETE FOR UNDERGRADUATE STUDENTS

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. An "I" grade is not intended as an opportunity to repeat an entire course to avoid a failing grade. Responsibility for completing course requirements rests with the student.
2. In such a case, 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. A contract 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 thereon.
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 an instance where completion of the required work is not possible due to circumstances beyond the student's control. The time limit for each extension 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 Registrar 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 alternate grade or a grade of "E" if no alternate grade is designated.
6. A student who receives an "I" grade shall not register for that course while the "I" is in effect.
7. No student will be graduated with an "I" grade remaining on his/her transcript. A student intending to graduate in a semester in which he/she receives an Incomplete grade in his/her last semester should be aware of the delay in graduation that will result.

STATE UNIVERSITY OF NEW YORK
College at Brockport

Faculty Senate Meeting: 4/30/84
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 thereon.
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 deadlines 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.