TO: The Executive Committee
FROM: The Committee on Instruction and Curriculum (CIC)
SUBJECT: 17-18 CIC 4: Incomplete grades in the Semester Catalog
ACTION REQUESTED: That the Senate approve the following updated policy regarding Incomplete Grades, upon signature of the President, effective in the Catalog for semesters

BACKGROUND INFORMATION:
At its meeting on October 2, 2017, CIC received a letter from the Interim Associate Dean of Undergraduate Studies, Academic Programs and Services regarding incomplete grades in the Semester Catalog.

CIC suggested the following change:

Students may be able to receive a one semester up to two one-quarter extensions from the instructor. These extensions are for cause and must be approved by both the instructor and department chair. (Examples of cause include military service, serious health or personal problems, or instructor's leave of absence.) If a student wants credit for a course after an "I" has been converted to an "IC," the student must re-register and pass the course.