TO:       The Academic Senate

FROM:    Committee on Instruction and Curriculum

SUBJECT: Incomplete Grading Symbol Language in Catalog

PURPOSE: For Action by the Academic Senate

ACTION REQUESTED: That the Academic Senate approve the following change in the Catalog Language for the Incomplete Grading Symbol; effective for the next version of the University catalog:

Incomplete (I)

The symbol "I", Incomplete (Authorized), indicates that (1) a discreet portion of the required coursework has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons, (2) attending a future offering of the class is not required to complete the work, and (3) your instructor believes it likely that you will earn credit for the course upon completion of that work. Students who are currently failing a course are not eligible for an Incomplete. It is your responsibility to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the Incomplete. A final grade is assigned when the work agreed upon has been completed and evaluated. Your instructor will specify the work needed for completion and will communicate the requirements to you in writing with a copy to the department or program chair.

An "I" must normally be made up within one calendar year immediately following the end of the term during which it was assigned. This limitation prevails whether or not you maintain continuous enrollment. You may not repeat a course in which you currently have an incomplete grade.

When you complete the required work and it has been evaluated, your instructor will submit a change of grade form and the academic grade will be recorded. If you do not complete your work within the allowed time limit, the grade will be recorded as an "IC" (Incomplete Charged).

BACKGROUND INFORMATION:

It was brought to the attention of the Senate Office that the Catalog language for the Incomplete grading symbol changed without the change being approved by the Academic Senate. The likely reason for the change and the lack of consultation was a Chancellor’s Executive Order dated Sept. 8, 2009, EO 1037, which mandates specific catalog language for the Incomplete grading symbol. EO 1037 can be found on the web here:  http://www.calstate.edu/EO/EO-1037.html

The current Catalog language can be found on the web here: http://www.csueastbay.edu/ecat/current/i-120grading.html#section3

However in 2008-2009 and prior catalogs, the language is different: http://www.csueastbay.edu/ecat/20082009/i-120grading.html#section3

Since the Incomplete Policy is the purview of the Academic Senate, this document provides the needed opportunity to approve the new language, even though some of the language is mandatory due to EO 1037. This policy reflects the mandated language in EO 1037, and also reflects local practices surrounding the Incomplete grading symbol.

CIC reviewed the current Incomplete policy and catalog language at its meeting on May 3rd. CIC (by a vote of 8/0/0) recommended the above alteration in the Catalog language for the Incomplete Grading Symbol (the change suggested by CIC is underlined). CIC added what the members thought was a needed sentence for clarification. CIC recommends that this addition be added to the next version of the University Catalog.