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COMMITTEE ON INSTRUCTION AND CURRICULUM

Monday, March 04, 2013

**TO:** The Academic Senate  
**FROM:** The Committee on Instruction and Curriculum (CIC)  
**SUBJECT:** 12-13 CIC 12 amended: Providing contracts for incomplete coursework on PeopleSoft  
**PURPOSE:** Action by the Senate  
**ACTION REQUESTED:** That the Academic Senate approve the creation of an Incomplete Contract Form on PeopleSoft

**BACKGROUND:**

At its meeting on February 18, 2013, CIC discussed the proposal for the creation of an Incomplete Contract Form in PeopleSoft that will define the expectations of the instructor to complete outstanding coursework to convert an Incomplete grade to a letter grade.

An Incomplete Contract Form is required for all students who are assigned an Incomplete grade. The form is not being completed by all faculty on a consistent basis, causing issues related to fairness committee cases, university audits, and a lack of documentation of outstanding work particularly when an instructor is no longer available. PeopleSoft has the ability to require and prompt instructors to fill out the Incomplete Contract online when an Incomplete grade is assigned. In order to enforce the use of Incomplete Contracts, beginning Spring 2013 faculty will be required to complete the contract online in order to submit any incomplete grades and their final grade roster. If an Incomplete grade is submitted without a contract, that student's submitted grade will be posted as an RD (Report Delayed). The attached sample illustrates what information will appear in the online contract.

<http://www20.csueastbay.edu/faculty/senate/committees/cic/cic-12-13/12-13-docs/incomp-grades-contracts-sample-2-4-13.pdf>. Faculty will be informed of the adoption of these changes of grading policy via email during finals week and on PeopleSoft.

Students will have the ability to view and acknowledge the contract in MyCSUEB, but their acceptance will not be required to issue the final grade. Students will be sent an email at the end of each term prompting them to view the contract and discuss any issues with the instructor. Department Chairs will also be notified by email regarding the issuance of an Incomplete.

CIC voted unanimously at their meeting of March 4, 2013 to pass this procedural change and requests that the Academic Senate approve the creation of an Incomplete Grading Contract Form on PeopleSoft, effective Fall quarter 2013.