

Motions from the University Academic Affairs Committee

For consideration at the March 1, 2017 meeting of the UFC

MOTION #1: Policy on Incomplete grades from non-continuing faculty

The current version of the incomplete policy is silent on the matter of how resolution of incomplete grades is to be accomplished in instances where the instructor is temporary or adjunct and may not be on contract or available in the subsequent semester when the course work is to be completed. Our proposed revision to the policy pulls the department chair into the decision to allow an incomplete grade. In cases where a specified contract date for completion of the course work is not made explicit at the time that permission is granted to award a grade of incomplete, the default deadline for completion of course work will be set to the end of classes in the subsequent semester. New language is in red.

Incomplete Grades

Incomplete grades are issued on a case-by-case basis when students cannot complete the assigned work or final examination for a particular course due to unforeseen circumstances, e.g., illness, natural disaster, or family catastrophe. Supporting documentation may be required. A grade of I is issued in lieu of an actual grade for the course. To secure permission for an incomplete grade, the student and faculty member must communicate in writing (such as an email), clearly stating the reason for the incomplete, the work to be completed, and the due date. **The faculty member is required to submit a copy of the terms to the Office of the Registrar. In cases where the course is taught by an adjunct or temporary instructor, the department chair's approval will be required before the incomplete grade is recorded. It is the responsibility of the faculty member to consult with his/her chair before awarding a grade of I.** If appropriate, students must drop any subsequent course for which the incomplete course is a prerequisite. Students must complete the course work by the specified contract date which will be no later than the ~~end of the following semester~~ **last day of classes of the subsequent semester**, whether enrolled in University course work or not. **Should a specified contract date not have been explicitly agreed upon at the time of granting the incomplete, the deadline shall default to the last day of classes at the end of the following semester.** A grade of F will be applied automatically to the course after the completion deadline has passed if the student fails to complete the work or the faculty member submits no other grade.

Students who are in military service (active duty, reserves, or National Guard) may request an incomplete grade for military deployment, mobilizations, or duty changes occurring in the final three (3) weeks of the course. A copy of the military orders must be provided to the Office of Academic Services as documentation. The deadline for removing an incomplete given on the basis of military service is last day of the semester following the one in which the incomplete was given. Every effort will be made to work with the student and the faculty member to facilitate completion of the incomplete. Should military service commitments prevent the student from fulfilling the requirements for removal of the incomplete, a grade of W will replace the incomplete.

As soon as the emergency is over, the student should attempt to make up the Incomplete by working directly with the instructor. **If the course instructor is not employed during the semester in which the**

work is to be completed, then the department chair will oversee the course work and assign the final grade. If the work for the course cannot be completed in this way, the Office of Academic Services will, by appointment, administer examinations and/or receive student papers so that the work can be completed as expeditiously as possible. Within two weeks after receiving the work or by the last day of classes for the semester, the instructor (or chair if the instructor is unavailable) must ~~file a Removal of Incomplete form with the Office of the Registrar~~ submit a grade change request and assign a permanent grade for the student's performance in the course. If these conditions are not met, the grade will be changed to an F.

MOTION #2: Update handbook to reflect changes to UAAC membership.

Section 2.6.1 of the Faculty Handbook includes language on the composition of the UAAC. The current working group regularly includes the Registrar and the Associate Provost for Academic Engagement and Student Success whose insights and knowledge have been extremely helpful when weighing issues brought to the committee. It is our recommendation that these individuals be included as *ex officio* members. In addition, the Associate Provost for Enrollment Management has a new title of Vice President which needs to be updated as well. New language is in red.

2.6.1 University Academic Affairs Committee The committee consists of five faculty members: one representative from each college and two appointed from the faculty at-large. The committee also includes the following nonvoting *ex officio* members or their designees: the Provost, ~~and the Associate Provost~~ Vice President for Enrollment Management, the Registrar, and the Associate Provost for Academic Engagement and Student Success. In addition, two students appointed by the President serve as nonvoting members.