CAMPUS SENATE AY97/98

RESOLUTION 27-18

RESOLUTION TO AMEND UNIVERSITY BILL 11-2
UNIVERSITY GUIDELINES REGARDING THE
ISSUANCE AND TIME LIMITATIONS ON
INCOMPLETE GRADES AT THE UNDERGRADUATE
AND GRADUATE LEVEL

Section I. Overview
This bill amends the university policy regarding the issuance of and time limitations on incompletes at the undergraduate and graduate level. This bill provides guidance regarding the conditions under which incompletes should be given and the amount of time a student will be allowed to carry an incomplete on his or her records before a grade will be issued as part of the student’s official transcript.

Section II. Issuance of an “Incomplete”
Incompletes should only be given to students in lieu of a grade under extraordinary circumstances at the discretion of the instructor.

Section III. Provisional Grades
In addition to submitting an incomplete (“I”), faculty will also submit a provisional grade (The provisional grade is the grade the student would earn in the course, if he or she did not complete the requirements for the course). After twelve months have passed, the Registrar’s office will automatically post the provisional grade to the student’s transcript, thus replacing the “I”.

Section IV. Time Limitations
A student will be allowed to carry an incomplete on his or her record for a period not to exceed twelve months. After twelve months have passed, the student will be issued the grade he/she would have earned in the class if he or she did not complete the requirements for the course.

Rationale:
The undergraduate and graduate councils reviewed incomplete policies of other colleges and universities including private and public, two year and four year, in state and out of state. All policies included a statement that an incomplete grade is to be an option only under unusual circumstances. It is not the student’s right to have an incomplete only because the work was not completed. The councils believe that the criteria for determining what constitutes extraordinary circumstances should be left to the individual faculty member. The councils also reviewed time
limitations associated with incomplete policies from other institutions. Faculty has expressed concern that students who earned incomplete grades several years ago now have an expectation of completion, however, often the original faculty member is no longer teaching at UIS. Incomplete grades on the transcripts are viewed by students as a contract with the university with the right of completion years subsequent to initial enrollment.

The revised policy allows for faculty discretion in awarding the initial grade of incomplete. It also encourages students to complete courses in a timely manner. The provisional grade submitted at the time of the incomplete relieves faculty of unnecessary paperwork if students do not complete course requirements.
Students may request and may be granted a grade of A incomplete under extraordinary circumstances. The granting of “I” grades is at the discretion of the instructor. When a student is granted and “I”, the instructor shall also submit a provisional grade for the course. A provisional grade reflects the grade the student would have earned in the course if he or she did not complete the requirements for the course. The time limit for finishing incomplete grade (“I”) will not exceed twelve months. At the end of this period, the “I” grade will be converted to the provisional grade, unless a grade change has been submitted during the year. Students carrying twelve hours or more of incomplete work will be placed on academic probation (see academic probation policy).