

PROPOSED CHANGES IN REGULATION F

BACKGROUND INFORMATION

- Over 1000 “I” grades are submitted each semester. Registrar’s staff researched Incomplete grade policies from other institutions and found that our policy was much more permissive than others.
- The proposed regulation attempts to prevent misuse and address problems with this policy. To help administrators monitor possible misuse of “I” grades, the on-line final grade roster can be programmed to require information about the student’s deficient work when an “I” grade is assigned. This information would be collected and made available on the Incomplete Grade Reports (IGR). Department administrators can also refer to the IGR in the event the instructor leaves the university.

PROBLEMS WITH CURRENT REGULATION

- 1) **Student misuse of the ‘I’ grade.** Students who have procrastinated and were unable to meet instructor deadlines often pressure instructors into giving them an ‘I’ and allowing them extra time to complete their work. Likewise, students unhappy with their grade, also request an ‘I’ and do extra work to raise their grade. This increases the work of both the instructor and Registrar’s staff.

Solution:

- o ***Only students with extenuating circumstances can get an ‘I’ grade.*** Students can no longer request an ‘I’ grade from their instructor if they need more time or want to do extra work. This change will affect many athletes who regularly try to improve their GPA (to remain eligible to play) by doing more work.
- 2) **Instructor misuse of the ‘I’ grade.** It is not uncommon for some instructors to give some or all students in their class an ‘I’ because they were unable to finish their grades or have left town. Many do this without student’s knowledge beforehand. Because the ‘I’ remains on the student’s record even after the instructor submits the final grades (grades are changed to I/A, I/B, etc.), many students complain about the being penalized for their instructor’s error or tardiness.

Solution:

- o ***Both student and instructor must be in agreement.*** Stating that ‘I’ grades can only be given if both the student and the instructor are in agreement may reduce the number of students receiving ‘I’ grades without their knowledge.
 - o ***Incomplete Grade Reports (IGR) to departmental administrators.*** By requiring that instructors provide information on deficient work for all ‘I’ grades submitted, department administrators would be aware of misuse. They could also use this information if the instructor leaves the university and they must submit a final grade for the missing instructor.
- 3) **Students on Probation.** Because ‘I’ grades are currently reverted in the middle of the semester (6-weeks into the following semester), probationary students are often disqualified and ineligible to enroll for the current semester. By the time of this grade reversion, students have been attending classes for 6 weeks and have received their financial aid. This makes it difficult to cancel a student’s registration. Deans are forced to reinstate students that they may not have otherwise (see L-2-d & L-3 for info on reinstatements required for probationary/disqualified students).

Solution:

- o ***Revert ‘I’ grades at the end of a semester.*** By giving a student one semester to complete their deficient work (not counting summer) and reverting ‘I’ grades at the end of that semester, the probation/disqual calculations for the following semester would reflect these reversion grades.
- 4) **Duplicate work in processing ‘I’ grades.** Grades for students who do not meet the 6-week deadline and don’t file an Incomplete Extension Card are often changed 2-3 times. Of the 1000 ‘I’ grades submitted each semester, over 600 of these are reverted by the Registrar’s Office at the 6-week deadline. Most of these will be changed a second time when the student finally completes their work.

Solution:

- o ***Eliminate the 6-week time limit.*** Giving students only one deadline will reduce duplicate work, eliminate the need for students to file Incomplete Extension Cards, and reduce the number of petitions to grant incomplete extensions after the deadline. Students will have one semester (not counting Summer Session) to complete their deficient work. Because students should only be missing 3 weeks of work (or 1 week for Summer ‘I’ grades), we feel one semester is sufficient time to complete the work.
- o ***Do not allow students more time to complete work after the deadline.*** Final grade deadlines for instructors are detailed in the proposed regulation. If students do not turn their deficient work in time for the instructor to meet this deadline, the student will receive the reversion grade. If the instructor erroneously fails to submit the grade by this deadline and the grade gets reverted, the instructor can file a “grade correction” for up to one year (see newly proposed E-6).

PROPOSED WORDING OF REGULATION F--Grades of "Incomplete"

F-1. A grade of "Incomplete" is assigned only when the student has been in attendance and has done satisfactory passing work up to a time within three weeks of the close of the semester, or within one week of the close of the summer session. It may be assigned ~~in the case of withdrawal from UI only if the withdrawal occurs within the last three weeks of the semester.~~ only upon agreement of the student and course instructor when extenuating circumstances make it impossible for the student to complete course requirements on time (Extenuating circumstances include serious illness, car accidents, death of a family member, etc. It does not include lateness due to procrastination, the student's desire to do extra work to raise his/her grade, allowing a student to retake the course, etc.). Graduate students on probation, see College of Graduate Studies section on Probation, Disqualification, and Reinstatement (Part 4). If a final grade of "Incomplete" is ~~recorded, the instructor specifies in writing on the class roster what the student must do to make up the deficiency. The instructor also specifies the grade that is to be entered on the student's record in the event that the incomplete work is not made up by the deadline.~~ submitted, the instructor will assign a reversion grade in the event the missing work is not completed. The instructor must also specify conditions and requirements for completing the deficient work, as well as any time limits less than one semester. At the end of each semester, the Registrar's Office will send an Incomplete Grade Report (IGR) to the departmental administrators detailing every I grade submitted by their faculty that semester and the conditions for student completion.

F-2. Removal Completion of "Incomplete" Grades. ~~Incomplete work should be made up within six weeks after the first day of classes of the following academic semester (not including summer session). A grade of "Incomplete" that is not removed before that date automatically converts to the grade specified by the instructor on the class roster (see F-1) unless the student previously has filed with the registrar a "Permit for Extension of Time" card, signed by his or her academic dean and the instructor concerned. If the "Incomplete" grade is not removed within the six-week period, the period may be extended once for not more than one calendar year from the date such extension is approved. If an extension is granted and the work is not made up before the expiration date, the grade automatically reverts to the grade specified by the instructor on the class roster. It is the student's responsibility to see that the incomplete work is made up before the expiration date. The instructor must submit a "Removal of Incomplete" card to the registrar within 72 hours following the expiration date. In some cases, a student's eligibility to reregister is contingent on removal of "Incomplete" grades. In such cases, an extension of time for removal of the grades may not be granted. Moreover, if a student becomes academically disqualified (see L) when an "Incomplete" grade is removed, his or her registration may be cancelled. [See E-6 for further discussion on conditions for grade changes.]~~ Final grades for Incompletes received in the Fall semester or Intersession, must be assigned by the last day of the following Summer semester. Final grades for Incompletes received in the Spring semester or Summer Session, must be assigned by the last day of the following Fall semester. When a student has completed the deficient work, the instructor will assign a final grade. An incomplete that is not completed within the time limit specified above would automatically be changed to the reversion grade assigned by the instructor at the time the incomplete was submitted. Instructors may assign a final grade anytime within the time period specified above. In the event the instructor leaves the university, the departmental administrator may assign the final grade. An incomplete remains on the student's permanent record and is accompanied by the final grade, for example, I/A, I/B, I/C, etc.

F-3. "Incomplete" Grades on Record at End of Final Term. A student cannot graduate with a grade of "Incomplete" on his or her record. At the end of the term in which the student applies for a degree will graduate, a grade of "Incomplete" in any UI course on that degree level (undergraduate, graduate, law, etc.) reverts to the grade that the instructor had specified on the class on-line grade roster (see F-1). Reversion grades ~~that replace grades of "Incomplete" at the end of the final term~~ are included in the computation of the student's cumulative grade-point average at graduation. Nonetheless, a student who has graduated may make up the incomplete work within the usual time limit in an effort to raise the grade on the permanent record.