

## PROPOSED ADDENDUM TO "I" GRADE POLICY

The Deans and Directors Council submits the following addendum to the University's "I" grade policy for action.

In the event of documented extenuating circumstances as defined by federal law (including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, Subchapter 2 of Chapter 126 of the Americans with Disabilities Act of 1990 as amended in 2008) that prevent a student from meeting the specific requirements for a course, a student may petition for a grade of "I", whether or not the student is passing the course. Documentation of the extenuating circumstances must be submitted for verification and approval to the Dean of Students. Final approval of the "I" grade due to extenuating circumstances resides with the Vice Chancellor for Academic Affairs.

In the event of documented extenuating circumstances, as defined by federal law noted above, that prevent a student from meeting the requirements for a course in which a grade of "I" was received, a student may petition the Vice Chancellor for Academic Affairs to extend the "I" grade for an additional semester. Additional extensions may be granted at the discretion of the Vice Chancellor for Academic Affairs in compliance with federal law while maintaining the academic integrity of the student's degree program. Documentation of the extenuating circumstances must be submitted for verification and approval to the Dean of Students before a petition for an extension of the "I" grade will be considered.

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excuse the student from policy #3 above, nor does it constitute an excused absence. Rather, it is documentation of the absence.

6. Class participation may be used, at the instructor's discretion, as a factor in determining a student's final grade for the course.

### Census Period

Students who do not attend class at least one time during the first 11 days of the fall and spring semesters, or the first 5 days of a summer session, will be administratively dropped from the course for non-attendance.

## 2.3 INCOMPLETE GRADE ("I")

1. Incomplete grades indicate that the student has not met specific requirements in a course and not that the student needs to repeat the entire course.
2. The instructor will report an "I" only for a student who is passing, who can complete the assignments without additional instruction, and who can present a valid reason for not completing the work during the semester.
3. The student must petition the instructor, in writing, for an incomplete grade, "I", on or before the day of the final examination. **The student must fulfill necessary requirements of the course by the end of the semester immediately following the semester in which the "I" was incurred.**
4. The instructor must complete AA Form 11B (Report of "I" grade) and file a copy in the department chairperson's office along with a copy of the student's petition. This form must include the signature of the instructor, the specific requirements to be completed, and a pre-calculated grade in the **event that** student does not fulfill the necessary assignments for the completion of the course.
5. The instructor, or the departmental chairperson, in the absence of the instructor, is responsible for reporting the final grade change to the Office of Academic Records. The instructor should secure an "Incomplete" grade report form from the departmental chairperson or the Office of Academic Records and submit the form personally to Academic Records. Students are not permitted to have access to Change of Grade forms. If the grade is not changed by the instructor **by the end of the following term in which the "I" was incurred**, the departmental chairperson will submit the "Change of Grade" form with the pre-calculated grade as indicated **on the accompanying AA form 11B** to Academic Records.

**NOTE:** A student should not re-register for a course in which a grade of "I" was awarded.

## 2.4 ACADEMIC JEOPARDY, PROBATION, SUSPENSION, and READMISSION

To remain in good academic standing, students must maintain a 2.00 cumulative grade point average. Students are in **academic jeopardy** when their cumulative grade point average falls below 2.00, **but above** the average commensurate with the 'hours attempted range' as specified in **Table 1.**