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## CWU Academic Affairs Committee Minutes - 02/ 25/16

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**Academic Affairs Committee**  
**February 25, 2016**  
**Minutes**

Present: Rodney Bransdorfer, George Drake, Janet Finke, Dan Lipori, Jason Underhill, Thomas Tenerelli, David Martin, Clem Ehoff, Danielle Neal

Absent: Pengling Wang, Lindsey Brown, Janet Shields!!!

Guests(s): Dawn Varnum (for Lindsey Brown)

Dan called meeting to order at 3:36 pm

Approval of Minutes – Jason moved to approve and Rodney seconded. Minutes were approved as presented

Chair Updates- nothing new to report

Old Business

a. 15-16.02 Grade Change policy/procedure

Entire meeting was devoted to this.

-have been looking at what is currently written in CWUP 5-90-040 about grade changes, incompletes, and other related items; overall seems rather vague, not much detail/description

-the current grade change form has more detail than the policy as does the university catalog; can we adapt any of the text from these for the policy?

Current Incomplete policy states:

5-90-040 (25) Incompletes

(A) “I” is used when the student was not able to complete the course by the end of the term, but has satisfactorily completed a sufficient portion of it and can be expected to finish without having to re-enroll in it.

University Catalog on Incompletes states:

The “I” grade is used when the student was not able to complete the course by the end of the term, but has satisfactorily completed a sufficient portion of it and can be expected to finish without having to re-enroll in it. The instructor will designate what a student must do to complete the course and set a specific date up to one calendar year for the completion of the coursework.

If the work is not completed within one (1) calendar year from the last day of the quarter in which the “I” was received, the registrar will automatically convert the “I” to an “F.” However, instructors may require the work to be completed prior to the end of the calendar year. In these cases the registrar will convert the grade according to the date indicated by the instructor. It is the student’s responsibility to contact the professor and make arrangements to complete the course.

To earn a grade, a student must complete the work for the course as prescribed by the instructor by the indicated date on the incomplete. Students may not re-register for a course in which they receive a grade of incomplete.

All incomplete changes exceeding the one calendar year limit, including extensions, must be submitted by the instructor to Registrar Services for approval.

-most of the meeting was discussing incompletes. How much time should elapse before they expire? How precise or vague should the wording be to benefit both the faculty and student? Who should have final approval/authority?...

-Was brought forward to consider most of the catalog text with some alterations for a revised policy, which would now read one of two ways:

#### 5-90-040 (25) Incompletes

##### Option 1

The “I” grade is used when the student was not able to complete the course by the end of the term, but has satisfactorily completed a sufficient portion of it and can be expected to finish without having to re-enroll in it. The instructor will designate in writing what a student must do to complete the course and set a specific date up to one calendar year for the completion of the coursework.

If the work is not completed within one (1) calendar year from the last day of the quarter in which the “I” was received, the registrar will automatically convert the “I” to an “F.” It is the student’s responsibility to contact the professor and make arrangements to complete the course. Students may not re-register for a course in which they receive a grade of incomplete.

##### Option 2

The “I” grade is used when a significant event has occurred (family death, etc.) and the student is not able to complete the course by the end of the term, but has completed more than half of the course, is in good academic standing in the course (not failing), and can be expected to finish without having to re-enroll in it. The instructor will designate in writing what a student must do to complete the course and set a specific date up to one calendar year for the completion of the coursework.

If the work is not completed within one (1) calendar year from the last day of the quarter in which the “I” was received, the registrar will automatically convert the “I” to an “F.” It is the student’s responsibility to contact the professor and make arrangements to complete the course. Students may not re-register for a course in which they receive a grade of incomplete.

Dan will send out revised incomplete policy via email for approval. Everyone will look at the Statute of Limitations policy (5-90-040 (19)) and bring suggestions for next meeting.

Meeting was adjourned at 5:07pm