



EASTERN KENTUCKY UNIVERSITY
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TO: Council on Academic Affairs

FROM: *Sherry Robinson*
**Dr. Sherry Robinson, Executive Assistant to the Provost
Office of the Provost**

DATE: August 7, 2013

SUBJECT: Agenda item for 8-22-13 Council on Academic Affairs Meeting

The Office of the Provost submits the following agenda items for consideration at the August 22, 2013 meeting of the Council on Academic Affairs. Attached are the Impact Statements and policy revisions.

AGENDA

Impact Statement/Revision for Policy 4.1.11, Awarding Incomplete Grades

Impact Statement/Revision for Policy 4.3.14, Military Activation and Course Completion



University Policy Impact Statement

Date Aug 7, 2013 Check One: Revision of Existing Policy New Policy

Policy Number (If known) 4.1.11 Policy Name Awarding Incomplete Grades

Originator(s) Provost office

University Affiliation _____ Email for primary contact sherry.robinson@eku.edu

Justification for Proposed Changes or for New Policy (Attach additional sheet if necessary)

Changes are needed to align the policy with Catalog language and operational practices.

Consistency with EKU's Mission and Strategic Plan, Other Policies, and Related External Documents

Cite relevant official statements from EKU or external sources.

These changes will ensure consistency with the University Catalog.

Impact on the University

(1) Identify resources (human, financial, physical, operational, technological, other) needed to implement and maintain compliance; (2) Identify changes to EKU's culture and/or behaviors that may be involved.

There will be no impact for the University since these changes reflect current practice.

List stakeholders who have been or will be consulted. Indicate action taken and the date it was taken. Attach additional page if necessary. To begin the policy process, at least one university-recognized group must have indicated support.

Stakeholder	Action Taken	Date
CAA	_____	_____
Faculty Senate	_____	_____
Provost Council	_____	_____
President	_____	_____
Board of Regents	_____	_____
_____	_____	_____

Additional Pages Attached # of additional pages

Print Form



4.1.11P

Volume 4, Academic Affairs
Chapter 1, Academic Practices
Section 11, Awarding Incomplete Grades
Approval Authority: Board of Regents
Responsible Executive: Provost/Vice President for Academic Affairs
Responsible Office(s): Academic Affairs Office; Registrar's Office
Effective: April 27, 2007 Issued: April 27, 2007
Last Revised: Next Review Date: Spring 2012

Awarding Incomplete Grades

Policy Statement

When a student has extenuating circumstances that impede him/her from completing a course, an incomplete grade may be awarded. The incomplete grade cannot be used simply because a student has failed to complete the work in the course or as a means of raising the student's grade by doing additional work after the grade report time. An Incomplete Grade Contract may be initiated by a student (undergraduate and graduate) or faculty member prior to the last day of class when a student wishes to pursue an incomplete grade. If the instructor agrees that the student has extenuating circumstances beyond his/her ~~the~~ control and the instructor ~~he or she~~ agrees to assign an incomplete grade, the instructor will identify on the Incomplete Grade Contract all outstanding assignments

Comment [A1]: From Incomplete Grade Contract

A degree cannot be awarded to a student with any incomplete EKU courses on his/her record. Any student who is a pending graduate with unresolved EKU incomplete grades ("I") will be given the choice of either accepting an "F" for the course (or "NC" for unresolved "IP" grades) or being deferred to the next term for graduation consideration.

Comment [A2]: From Catalog

Entities Affected by the Policy

- Colleges
- Departments
- Office of the Registrar
- Students

Procedures

The following procedure applies when an instructor has agreed to assign a grade of "I" for students who are unable to complete the course because of extenuating circumstances.

1. On the Incomplete Grade Contract, the instructor will identify all outstanding assignments and/or other conditions needed to complete the course. The instructor will secure all the necessary signatures. The student's signature is not required for the contract to be enforced.
2. The Incomplete Grade Contract must be received by the Registrar's Office no later than 30 days past the deadline for final grade submission. While the faculty will be able to submit the "I" grade through the online grade submission process, any "I" grade that is not accompanied by an Incomplete Grade Contract within 30 days of the advertised final grade submission deadline will be converted to an "F."
3. A copy of the contract will be mailed to the student by the Registrar's Office, giving the student a 10 day window in which to decline the incomplete grade.

Comment [A3]: From policy

Comment [A4]: From catalog

Comment [A5]: Combo policy/catalog

Comment [A6]: policy

4. Any student receiving a grade of "I" must coordinate with the instructor to satisfy all outstanding work. However, all outstanding work must be completed by the student and a Grade Change form must be submitted by the instructor to the Registrar's Office by the last day of classes of the regular semester (fall/spring) immediately following the term in which the incomplete grade was originally assigned. If a grade change is not submitted by the established deadline, the incomplete will automatically default to a failing ("F") grade.
- 4-5. If, due to extenuating circumstances, a student is unable to complete the contracted course work to fulfill the incomplete course by the established time line, the student has the option of requesting a one-time, one semester extension to the incomplete deadline. The student must initiate the request through the instructor before the established deadline. Approval of the extension of an incomplete grade is not automatic and depends on the student's unique circumstances.

Comment [A7]: Combo policy/catalog

Comment [A8]: From catalog

Initiating an Incomplete Grade Contract

An Incomplete Grade Contract may be initiated by a student (undergraduate and graduate) or faculty member prior to the last day of class when a student wishes to pursue an incomplete grade.

Completing an Incomplete Grade Contract

If the instructor agrees that the student has extenuating circumstances beyond their control and he or she agrees to assign an incomplete grade, the instructor will identify on the Incomplete Grade Contract all outstanding assignments and/or other conditions needed to complete the course and secure all the necessary approving signatures; this contract must be filed with the Registrar's Office preferably by the advertised deadline for final grade submission but no later than 30 days past this date.

Processing the Incomplete Grade Contract

The Office of the Registrar will mail a copy of the Incomplete Grade Contract to the student, giving the student a 10-day window to decline the incomplete grade. The Office of the Registrar will also convert an I to an I+ on transcripts to indicate that a contract is on file.

Finishing Incomplete Work

Students have until the last day of classes in the immediately preceding semester (excluding summer) to finish all incomplete coursework as specified in the University Catalog, unless a shorter time frame is indicated on the Incomplete Grade Contract.

Processing Grade Changes

Instructors will fill out and submit a Change of Grade form upon the student's completion of all work designated in the Incomplete Grade Contract. The Office of the Registrar, upon receipt of the Change of Grade form, will convert the I+ to the grade designated on the Change of Grade form. If the student fails to complete the course requirements by the stated deadline, the Office of the Registrar will convert the I+ to an F.

Definitions

Incomplete Grade, "I"

A grade of "I" signifies that a student must complete unfinished work in order to receive a grade and, therefore, credit for a course. An incomplete grade is a placeholder until such a time as the coursework is complete; it cannot remain on a student's transcript beyond the time allowed by this policy.

Responsibilities

- | | |
|--------------------------------|---|
| Faculty | <ul style="list-style-type: none">• Ensure that an Incomplete Grade Contract is completed and submitted to the Office of the Registrar by the specified deadline.• Complete and submit a Change of Grade form by the specified deadline once a student completes all work designated on the Incomplete Grade Contract. |
| Office of the Registrar | <ul style="list-style-type: none">• Process Incomplete Grade Contracts and Change of Grade Forms. |
| Student | <ul style="list-style-type: none">• Ensure that unfinished coursework is completed by the date specified on the Incomplete Grade Contract. |

Violations of the Policy

~~Any grade of "I" not accompanied by a signed and approved contract will be converted to a failing grade after 30 days; if the student does not complete the specified work during the allotted time period, the grade of "I" will be changed to a failing grade.~~

Comment [A9]: Unnecessary since it is stated in procedures

Interpreting Authority

- Provost and Vice President for Academic Affairs

Relevant Links

[Incomplete Contract Form](#)

Policy Adoption Review and Approval

<u>Date</u> April 9, 2007 April 27, 2007	<u>Entity</u> Faculty Senate Board of Regents	<u>Action</u> Recommended Support Adopted
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University Policy Impact Statement

Date Aug 7, 2013 Check One: Revision of Existing Policy New Policy

Policy Number (If known) 4.3.14 Policy Name Military Activation and Course Completion

Originator(s) Provost Office

University Affiliation _____ Email for primary contact sherry.robinson@eku.edu

Justification for Proposed Changes or for New Policy (Attach additional sheet if necessary)

Changes are needed to align the policy with operational practices. Additionally, because a student can sometimes be affected by the military activation of his/her spouse, the revised policy would extend the accommodations for course completion to military spouses.

Consistency with EKU's Mission and Strategic Plan, Other Policies, and Related External Documents

Cite relevant official statements from EKU or external sources.

1) These changes will ensure consistency with the University Catalog. 2) These changes are consistent with EKU's commitment to being a military-friendly school.

Impact on the University

(1) Identify resources (human, financial, physical, operational, technological, other) needed to implement and maintain compliance; (2) Identify changes to EKU's culture and/or behaviors that may be involved.

There will be minimal impact for the University since many of the changes reflect current practice. It may mean additional requests for military incompletes, though these numbers in general have been relatively low.

List stakeholders who have been or will be consulted. Indicate action taken and the date it was taken. Attach additional page if necessary. To begin the policy process, at least one university-recognized group must have indicated support.

Stakeholder	Action Taken	Date
CAA	_____	_____
Faculty Senate	_____	_____
Provost Council	_____	_____
President	_____	_____
Board of Regents	_____	_____
_____	_____	_____

Additional Pages Attached # of additional pages

Print Form



4.3.14P

Volume 4, Academic Affairs

Chapter 3, Courses, Programs, and Degrees

Section 14, Military Activation and Course Completion

Approval Authority: Board of Regents

Responsible Executive: Provost/Vice President for Academic Affairs

Responsible Office(s): Office of the Registrar

Effective: July 24, 2013

Issued: January 12, 1942

Last Revised: January 31, 2002

Interim Expiration Date: May 15, 2014

Military Activation and Course Completion

Interim Policy

Policy Statement

A student who is called to active duty or whose spouse/legal guardian is called to active duty may be unable to complete courses in which they enrolled. If military activation affects the ability of a student to complete a course, the University provides several options, including withdrawal from the course and/or University or taking an incomplete and completing the course(s) following completion of active duty.

A student who volunteers for military service during a semester makes the decision to join the military instead of being a student, and does so while the semester is in progress, (instead of completing the semester and then joining), is not eligible for Military Withdraw, Military Incomplete, or to receive a grade early in the semester. The spouse of a student who volunteers for military service and cannot complete a semester will not be eligible for Military Withdraw, Military Incomplete, or to receive a grade early in the semester.

Entities Affected by the Policy

- Students called to active duty in the military
- Spouses of students called to active duty in the military
- Colleges
- Departments
- Faculty
- Office of the Registrar

Procedures

Students with military status (Active, Reserves, National Guard) at the beginning of the semester, or spouses of such students, finding it necessary to leave the University because of required active military duty must complete one (1) of the following:

Option 1- Receive a Grade

1. When military activation occurs after the 12th week of the semester, the instructor has the option of assigning the student a grade in the class based upon work completed. That grade would be submitted during normal final grade submission, and no additional work would be required of the student.
2. The request for assignment of a grade based on coursework completed must be made in writing and must be approved by the Chair of the Department and the Dean of the College in which the course(s) is offered. A copy of activation papers must be attached.

Option 2 – Receive an Incomplete Due to Military Activation

1. The affected student will petition the faculty members to request an assignment of a grade of "IM" in course(s) currently enrolled.

2. If the instructor feels that the portion of the semester remaining, and volume of uncovered material is such that it can be made up in a reasonable amount of time and effort, a grade of "Incomplete for Military Activation" may be given.
3. The instructor completes an Incomplete Grade Contract and notes on the contract that this is due to military activation. The student shall provide a copy of the military orders and the instructor must ensure that a copy of the student's military orders is attached to then Incomplete Grade Contract. Without a copy of these orders the student cannot receive the "Incomplete for Military Activation" grade.
4. The Incomplete Grade Contract shall be processed as normal.
5. Once the Registrar's Office receives a copy of the military orders an "IM" grade will be recorded.
6. The student has two (2) years from the date of military discharge to complete an "IM" grade. The student, upon completion of active military duty, must follow up with the faculty member. If the faculty member is no longer with the University or is on leave from the University, the student should contact the Department Chair for determining how to fulfill the Incomplete Grade Contract. If the student does not make contact within 2 years of leaving the University, the "IM" turns to a "W."
7. Upon completion of coursework, the instructor will submit a change of grade form.

Option 3 – Receive a Military Withdrawal from the Course or from the University

1. Students choosing to withdraw from specific courses or from the University must send a letter requesting a withdrawal and enclose a copy of the military activation notification. The letter must include the following information:
 - Student name and Student ECU ID Number
 - A statement that the student wishes to withdraw completely from the University OR listing the individual courses for withdrawal.
 - Student's **signature** (mandatory) and the **date**
2. The Office of the Registrar staff will process the withdrawal which also triggers a 100% refund in all tuition and course fees. Room and board fees will be prorated.
3. If a student requests an incomplete and the faculty declines to grant an "IM," then the student will have to withdraw.

Interpreting Authority

Provost and Vice President of Academic Affairs

Policy Adoption Review and Approval

Policy Revised

<u>Date</u>	<u>Entity</u>	<u>Action</u>
July 24, 2013	President Doug Whitlock	Approved Interim
January 31, 2002 December 3, 2001	Board of Regents Faculty Senate	Adopted Approved
December 11, 1950	President (announced at Faculty Meeting)	Adopted

Policy Issued

<u>Date</u>	<u>Entity</u>	<u>Action</u>
January 12, 1942	Faculty	Adopted