**AUC Academic Policies Subcommittee**

**Meeting Minutes**

**November 30, 2020**

**PRESENT:**Mary Beth McKenzie, Pamela McCafferty, Sam Poole, Nermin Bayazit, John Crawley, Rachelle Dermer, Walter Jeffko, Amy Kendrick, Mathangi Krishnamurthy, Laurie Link, Monica Maldari,   
Irene Martyniuk, Abdel Mustafa, Ozge Ozay, Britton Snyder, Connie Strittmatter, Jiang Yu

**ABSENT:**

Sam Beauchamp, Bill Cummings, Karina Bautista, Reid Parsons

**GUESTS:** Alberto Cardelle

Meeting was convened at 3:36 p.m.

**AUC 14:**

Motion to Consider: Jiang Yu

Second: John Crawley

Dr. Alberto Cardelle spoke to the proposal and then addressed some comments submitted to him prior to today’s meeting that could not be addressed as amendments to the proposal:

* Prerequisites: Students that have earned an IN grade in a prerequisite course will not be prevented from progressing into the next course
* Advisors will be notified when advisees receive an IN grade via the new process (i.e. form) that will be implemented in spring 2021. For this semester, instructions for looking up advisees with IN grades in SSC Navigate will be distributed.

Dr. Cardelle then presented amended language that incorporates other comments received prior to today’s meeting:

*The current Fitchburg State University incomplete policy is suspended for all courses offered during the fall 2020 semester. In response to the disruption of the face-to-face modality of instruction, for this semester only, faculty may choose to grant an “IN” grade at their discretion without any specific requirements. Students granted an IN grade during the Fall 2020 semester, may complete required work no later than May 5, 2021,  the last day of classes of the Spring 2021 (instructors may assign and inform the student of an earlier deadline).  IN grades for which a new grade is not reported will convert to a grade of 0.0 at the end of the spring semester.*

*Faculty are strongly encouraged to give students a numerical grade rather than IN if at all possible. Numerical grades based on the required work submitted at the time final grades are reported can be changed and raised to higher grade after the students complete the missing work.*

Dr. Cardelle then clarified the final paragraph: faculty can provide a grade (in lieu of an IN grade) and change the grade later if the student submits additional work. This would occur via the current grade change policy.

Discussion:

* Friendly amendment to change “letter” grade to “numeric” grade throughout the document.
* Issue of student earning too many IN grades at any one time: the new form (effective spring 2021) will address that by notifying the advisor. We could use Crystal Reports to distribute information for fall 2020. Also, this proposal only addresses how faculty report IN grades, not the policy of IN grades overall.
* Clarification of submitting a numeric and an IN grade simultaneously: faculty submit one or the other.

Approved unanimously 17-0-0.

Motion to Adjourn: Jiang Yu

Second: Ozge Ozay

Motion carries 17-0-0

Meeting adjourned at 3:58 p.m.