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Academic Year: * 2023-2024 SOGCE#: * 2

Graduate New/Change Policy Proposal

Form Procedure

To share the form with others prior to Submitting choose the **Save Progress** option at the bottom.
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Department/Committee Information

The main contact person for the Graduate Curriculum Committee should fill out this form.

Requestor Name: * Becky Copper Glenz

Members of the Graduate Curriculum Committee or Department requesting this change:

This group is part of: An Academic Department
 An Administrative Department

Administrative Department

Department: SGOCE

Are you the Head of the Department Above? * Yes, I am the Head of the Department Above.
 I will enter the name and email address of our Department Head.

Program Chair The Program Chair for this request is among the people listed above.
* Yes
 No
 N/A

Policy Information

This proposal is to a Policy that is:
* New Policy
 Policy Change

Describe the New Policy or Policy Change:

This is a proposed change to the assignment of incomplete grades for graduate students/programs.

Briefly describe new policy or change to existing policy as it will appear in university catalog (if a policy change please provide current and proposed versions):

The purpose of an incomplete is to account for extraordinary circumstances in students' academic and personal lives and to accommodate a need for extra time.

Instructors may assign an incomplete grade (IN) at their discretion if a student has completed at least 80% of the coursework and only when it is mathematically possible for a student to pass the class with a 2.0 or higher, on successful completion of the incomplete work.

Instructors will assign a deadline for completion of the work no later than the last day of classes of the next semester (Semesters include, Fall, Winter, Spring and Summer). If the student does not complete the work, this will result in an automatic grade of 0.0 for the course.

Students should be aware that, while an IN is not counted in the determination of academic standing, it may have an impact on eligibility for financial aid and the satisfaction of prerequisite credits.

Rationale and expected outcomes for new policy or change to existing policy:

There has been confusion among SOGCE students, faculty and chairs regarding the Incomplete grading policy after a change was made to the undergraduate Incomplete policy in response to Covid restrictions at attendance. A new policy was officially put into place for undergraduate students but the policy did not officially change for graduate students.

The policy as written says that students have up to 4 weeks after receiving their grade to complete their outstanding work to avoid receiving a grade of 0. However, in practice the grade of Incomplete will remain on the record until the end of the semester unless an instructor assigns a grade earlier and the grade moves to a 0 in accordance with the same timeline in place for undergraduate students.

The proposed change aligns with the undergraduate policy and also clarifies that the semesters include Fall, Winter, Spring and Summer as the day school practice only looks at fall and spring semesters.

Implementation plan (what semester will new policy/policy change begin; will change be phased in)

This will be effective in the 2023-2024 catalog year

Attach suggested execution or other supporting files not included in your text above.

Attach any letter (s) of support from professional agencies or others within or outside the university.

Signatures

...3832373239

Becky Copper Heng 04/21/2023
Requester Signature Date

...3636303230

Becky Copper Heng 04/28/2023
SGOCE Dean Signature Date

Graduate Council

The Graduate Council Chair Signature indicates that the Council has discussed this proposal and has decided it should move forward.

Notifications

Graduate Council Chair Signature Date

SGOCE Dean Initials Date

Reviewed by the Registrar: Date

Approval of the President Date