

# Faculty Senate

[Faculty Senate](#) » [Committees/Councils](#) » [Academic Regulations Committee](#) » [Annual Reports](#) » Annual Report 2005-2006

## Academic Regulations Committee

### Annual Report 2005-2006

#### Members:

Jo Tynon (chair)  
Nancy Allen  
Sherri Argyres rotating off June 30, 2006  
Barbara Balz (ex-officio)  
Mark Merickel  
Desiree Tullos

There are two items of business covered in this report.

#### ITEM 1.

During the end of the academic year 2005-2006, the Academic Regulations Committee sent the following changes to the Executive Committee.

(PASSED THE FACULTY SENATE - June 8, 2006)

#### AR 17. Grades

The grading system consists of twelve basic grades, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. The grade of A denotes exceptional accomplishment; B, superior; C, average; D, inferior; F, failure. Other marks are I, incomplete; W, withdrawal; R, thesis in progress; P, pass; N, no-credit; S, satisfactory; U, unsatisfactory; AUD, audited course; WAU, withdrawal from audited course.

When a requirement of a course has not been completed for reasons acceptable to the instructor and the rest of the academic work is passing, a report of I (incomplete) may be made and additional time granted. The I is only granted at the discretion of the instructor. The instructor documents the deficiency and the deadline for completing the missing work. A record of the deficiency shall be kept on file in the unit or department office. The additional time awarded shall in no case exceed one calendar year. To remove the I grade, the student must complete the deficiency within the allotted time and the instructor will then submit the appropriate grade. ~~If the student fails to complete the work within the allotted time, the instructor has the option of either submitting a substitute grade or allowing a permanent grade of I to remain on the student's record. The I grade will have no effect on the student's grade point average~~ **one calendar year, the Registrar's Office will automatically change the I grade to an F (failure), an N (no-credit), or a U (unsatisfactory), as appropriate, on the student's record. The resulting grade could have an effect on the student's grade point average. Under no circumstances shall a student who earns an A-F grade or an N or U grade have their grade changed retroactively to an I grade.**

An instructor may move to correct a grade by filing a Change of Grade Card in the Registrar's Office. The Office of the Registrar will routinely review grade changes.

*Rationale: Students who do not clear up their incompletes in a timely fashion can cause great difficulty for themselves and for professors when (and if) they do get around to it. AR 17 gives students a year to finish course requirements. Nevertheless, students with legitimate reasons who need an extension can petition to do so, or they can opt to withdraw from the course. Additionally, faculty have asked for a way to reduce the prevalence of requests by students to have grades changed (typically requests to change F grades to I grades) from previous academic terms/years which then changes their GPAs and the academic standing of these students.*

#### ITEM 2.

The committee was also asked to review AR 13c. The current AR 13 reads as follows:

#### AR 13. Withdrawal from the University

- a. Any student in good standing (See AR 22) is entitled to withdraw without prejudice at any time prior to the beginning of finals week. This may be accomplished by the student obtaining from the Registrar's Office the proper form and directions for completing the process.
- b. Withdrawal from the university prior to the beginning of finals week will result in the grade of W being recorded for each course for which the student is registered.
- c. When a student's academic progress is interrupted by an emergency situation such as serious illness, accident, or death of a family member, within the last four weeks of the term, and the student submits evidence of such to the Registrar, he or she may withdraw from the university with I grades in all subjects.

Because the changes to AR 17 were approved, students could petition for a W grade. Therefore, the committee recommended no changes to AR 13 at this time.

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