

UNIVERSITY SENATE
UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK

Introduced by: Undergraduate Academic Council

Date: October 20, 2008

**Retroactive Inclusion on the Dean's List and
Dean's Commendation for Part-Time Students**

IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

1. That the following sentences be added, respectively, to the *Undergraduate Bulletin* sections on the Dean's List and Dean's Commendation for Part-Time Students and that the appeal process take effect with the Spring, 2009 semester.

Once an incomplete grade has been changed to a grade not lower than a C, the student may file an appeal for inclusion on the Dean's List with the Committee on Academic Standing of the Undergraduate Academic Council.

Once an incomplete grade has been changed to a grade not lower than a C, the student may file an appeal for inclusion on the Dean's Commendation for Part-Time Students with the Committee on Academic Standing of the Undergraduate Academic Council.

2. That this proposal be forwarded to the President for approval.

Rationale:

The *Undergraduate Bulletin* states that an Incomplete is a "temporary grade requested by the student and assigned by the instructor only when the student has nearly completed the course requirements but because of circumstances beyond the student's control the work is not completed. The date for the completion of the work is specified by the instructor, but may not be longer than one month before the end of the semester following that in which the incomplete is received. The instructor assigns the appropriate academic grade no later than the stated deadline, or extends the existing incomplete grade to the next semester."

Ordinarily, to earn a place on the Dean's List, a student must complete all coursework within the time frame of a single semester. However, since *I* grades are granted because of circumstances beyond the student's control, UAC believes that students who meet Albany's high academic standards should not be penalized when they must request them. The current *Undergraduate Bulletin* wording does not allow for any *I* grades and it does not allow for any appeal if there are. This addition will make appeals possible, and inform the students as well.

It is UAC's intention that the student initiate this appeal once the work has been completed. Students have access to their own audits and can verify their change in status once the *I* grades have been changed. The

Dean's office does not have the capacity to identify students who subsequently qualify for Dean's List after the original term's statistics have been generated.

Current Undergraduate Bulletin Text with proposed addition underlined*

Dean's List

For students matriculating Fall 2004 and thereafter: A full time student shall be placed on the Dean's List for a particular semester if the following conditions are met: Within the award semester matriculated students must have completed at Albany a minimum of 12 graduation credits in courses graded A-E, with no grade lower than a C, and with no incomplete (I) grades. Once an incomplete grade has been changed to a grade not lower than a C, the student may file an appeal for inclusion on the Dean's List with the Committee on Academic Standing of the Undergraduate Academic Council. For a student's first matriculated semester at the University, the student's semester average must be 3.25 or higher; for all other students, the semester average must a 3.5 or higher.

Dean's Commendation for Part-Time Students

For students matriculating Fall 2004 and thereafter: A part-time student shall receive the Dean's Commendation for Part-Time Students for a particular semester if the following conditions are met: Within the award semester matriculated students must have completed at Albany a minimum of 6 graduation credits in courses graded A-E, with no grade lower than a C, and with no incomplete (I) grade. Once an incomplete grade has been changed to a grade not lower than a C, the student may file an appeal for inclusion on the Dean's Commendation for Part-Time Students with the Committee on Academic Standing of the Undergraduate Academic Council. For a student's first matriculated semester at the University, the student's semester average must be 3.25 or higher; for all other students, the semester average must a 3.5 or higher.

* NOTE the underlining is only to assist the reader. The additional text will not be underlined in the *Undergraduate Bulletin*.