

**UNIVERSITY SENATE**  
**UNIVERSITY AT ALBANY**  
**STATE UNIVERSITY OF NEW YORK**

Introduced by: Undergraduate Academic Council and

Date: September 20, 2006

**REVISION OF UNDERGRADUATE POLICIES**  
**REGARDING INCOMPLETE (“I”) GRADES**

IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

1. That the attached proposed revision be approved by the University Senate effective for the Fall 2007 term.
- 2.. That the revisions be applied to “I” grades acquired prior to the Fall 2007 term if these grades have not been resolved by the start of the Fall 2008 term.
- 3.. That these proposed revisions be forwarded to the President for approval.

## **REQUEST FOR POLICY CHANGE REGARDING INCOMPLETE GRADES**

The following policy would replace the existing text contained within the policy on grading, "Other Grades and Indicators" (*Changes are in italics*)

I Incomplete: No graduation credit

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. *The instructor may extend the incomplete for a maximum of one semester beyond the original deadline providing that the student has made contact with the instructor to request the extension and arrange for completion of the course requirements. Additional extensions are not permitted.* Any grade of I existing after the stated deadline shall be automatically changed to 'E' or 'U' by the Registrar's Office according to whether the student is enrolled for A-E or S/U grading. Except for extenuating circumstances approved by the Office of the Vice Provost for Undergraduate Education, these converted grades may not be later changed. *Students may not complete coursework for which an Incomplete was assigned by auditing or registering again for a subsequent offering of the course.*

### RATIONALE

The current Albany policy allows an instructor to extend an incomplete grade from one term to another without having a limit as to the number of semesters it is extended. As the attached report shows there are a total of 912 incomplete grades currently in the database dating back to fall 1998 through summer 2006. There are also 78 incomplete grades for overseas credits.

The University does not allow a student to graduate with an incomplete grade since the grade change could impact the grade point average affecting the minimum required GPA of 2.00 or Latin Honors. This past spring there were 22 students who were unable to graduate because of an incomplete grade. Of the 22 students, 11 did not need the course to graduate. Upon contacting the instructors for these students, the Registrar determined that the student had not been in contact with the instructor for some time even though the instructor repeatedly extended the incomplete grade. Additionally, there have been instances where students with Incompletes from years earlier have expected to be able to now resolve the incomplete even though the original instructor no longer taught the course or had records of the original coursework submitted by the student, or in some cases had left the institution.

The intent of the proposed changes is to:

1. Establish a maximum of one extension of an Incomplete beyond the original deadline
2. Prevent students from subsequent registration in a course for which they already have an Incomplete. Doing so creates two enrollments, both of which require resolution by the assignment of a grade.

Exceptions: As noted within Undergraduate Academic Regulations, "Policy Exceptions" (p31 of the current Undergraduate Bulletin) exceptions to the above policy may be made by the Vice Provost for Undergraduate Education "In rare cases and for extraordinary reasons".