

Grading Policy Change Proposal for COVID Spring 2021

- Change to the policy allowing faculty to change the grade mode option of the course until the 45th day of the semester instead of the 15th day.
- Change to the policy regarding Incomplete (I) grades to allow greater flexibility and eligibility.

Current Catalog Language

Faculty Options for Grading Mode

- A faculty member may elect to grade an entire class using the traditional letter grading option (A-F).
- A faculty member may elect to grade an entire class using the credit/no credit option (CR/NCR). This method of grading is used in courses where more precise grading is inappropriate.
- A faculty member may elect to grade an entire class with the open grade mode option which allows students to choose between traditional letter grading and credit/no credit grading. When a course is offered with the open grade mode option, then the default grading at the time of registration defaults to traditional letter grading. It is the student's responsibility to make the change to credit/no credit grading if this is their preference.
- Faculty members must choose the grade mode option for their courses at the time when courses are being proposed for a particular semester or within the first **15** instructional days of the semester.
- [For the Spring semester of 2021 only, a faculty member may elect to add the open grading mode up until the 45th instructional day.](#)
- Courses graded credit/no credit only and courses graded A-F only will be identified in the Course Search under Class Details.

Incomplete Grade Policy

It is assumed that students have the responsibility for completing the requirements of the courses in which they are enrolled within the time framework of the semester.

A grade of Incomplete (I) may be given when, in the opinion of the instructor, there is a reasonable probability that students can complete the course without retaking it. If an Incomplete is granted, the student should not re-register for the course as that is considered a course repeat.

The incomplete is not an option to be exercised at the discretion of a student. In all cases it is given at the discretion of the instructor within the following guidelines:

1. A mark of incomplete may be assigned students when:
 - o The student has **regularly attended** ~~been in attendance and~~ **completed** ~~doing passing work~~ **for most** ~~up to three weeks before the end of the semester, and~~
 - o For reasons beyond the student's control and which are acceptable to the instructor, the student has been unable to complete the requirements of the course on time. Negligence and indifference are not acceptable reasons.
2. The instructor sets the conditions for the completion of the course work, and communicates them to the departmental office.
3. When a student has met the conditions for making up the incomplete, the instructor will assign a grade based upon an evaluation of the total work done by the student in the course.
4. An incomplete which is not made up within one calendar year automatically will revert to the alternate grade which was assigned by the instructor at the time the incomplete was submitted.
5. An incomplete remains on the permanent record and is accompanied by the final grade, for example, IA, IB, IC, etc.