

**Resolution on Deadlines for Incomplete Grades**  
**Educational Policy and Student Affairs Committee**  
**Faculty Senate**  
**April 25, 2011**  
**Second Reading & Vote**

WHEREAS,

State instructional subsidies are now based on student completion of courses and the deadline for reporting such completion is usually only a few weeks into the following term,

AND ALSO WHEREAS,

Most students who take incompletes do so as the result of illness or family emergency,

BE IT RESOLVED:

That the current catalog language be changed as follows, to take effect at the semester conversion in the Fall of 2012:

Receiving an "I" means that the student has not completed the work required for a regular grade. The student must have the instructor's permission to receive the Incomplete. The student must complete the work ~~within the first six weeks of his or her next quarter~~ **within the first two weeks of the next term in which the student is enrolled (not counting summer term)** or two years from the end of the term in which the grade of 'I' was given, whichever comes first, or the 'I' converts automatically to an "F." The instructor may ~~request a one-time extension to the end of the quarter~~ **at his or her discretion submit a change of grade request to the Registrar's office** ~~by completing a request for the extension through the Registrar's Office~~. When the student applies for graduation, any Incompletes on the record will be calculated as "F" grades for the purpose of determining eligibility for graduation and will be converted to "F" upon graduation.