

# KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **29-Mar-18** Curriculum Bulletin \_\_\_\_\_

Effective Date **Fall 2018** Approved by EPC \_\_\_\_\_

Department

College **PR - Provost**

Proposal **Revise Policy**

Proposal Name **Policy for the Incomplete (IN) administrative mark**

Description of proposal:

**Revision to the policy for the Incomplete (IN) administrative mark. The revisions are a matter of housekeeping, to clarify and update language, and do not change the intent or the policy for granting the IN mark.**

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

**There is no impact on other policies or procedures. Revisions reflect usage of the new electronic workflow.**

Units consulted (other departments, programs or campuses affected by this proposal):

**Office of the Registrar**

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## REQUIRED ENDORSEMENTS

\_\_\_\_\_  
Department Chair / School Director

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\_\_\_\_\_  
Campus Dean (for Regional Campuses proposals)

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College Dean (or designee)

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Dean of Graduate Studies (for graduate proposals)

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Executive Vice President for Academic Affairs and Provost (or designee)

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## **Proposal Summary**

### **Grading Policies and Procedures – Incomplete Administrative Mark**

#### **Subject Specification:**

This proposal seeks to make minor revisions to the policy for the Incomplete (IN) administrative mark, as listed in the University Catalog. The revisions are a matter of housekeeping, to clarify and update language, and do not change the intent or the policy for granting the IN mark.

Administrative marks are assigned to a student’s course when a letter grade is not appropriate. Other examples of administrative marks are Audit (AU), In Progress (IP) and Withdrawal (W).

#### **Background Information:**

The proposed revisions (on next page) update the language to reflect usage of the new electronic workflow to request and approve students to receive an IN mark for a course. In addition, the revisions clarify some requirements and corrects the timing of the default grade process.

With the implementation of the electronic workflow, some processes have been simplified. Previously, instructors were required to submit the paper incomplete mark contract to their chair/director/campus when they assigned the default grade on their final grade roster in FlashFAST. Now, both actions are done via the workflow. In addition, instructors must initiate a request in the electronic workflow by the grading deadline of their course to ensure that all approvals are granted in a timely manner.

Furthermore, the current policy implies that the instructor-assigned default grade may happen by a date specified in the contract. However, the process has never been set that way. All processes that affect grades are run on established dates at the close of the term.

#### **Alternatives and Consequences:**

The alternate to the proposed changes is retaining outdated information in the University Catalog, which does not support the university’s objectives of clarity, consistency and transparency with academic policies.

#### **Specific Recommendation and Justification:**

The recommendation is to update the Incomplete mark policy—see next page—to reflect the implementation of the electronic workflow and to update and clarify requirements.

#### **Actions Required and Anticipated Timeline:**

Approval by Educational Policies Council.....	16 April 2018
Approval by Faculty Senate.....	14 May 2018
Implementation.....	2018-2019 University Catalog

## Proposal Summary – Revisions to Policy for IN Administrative Mark

**MARK-UP VERSION OF REVISIONS <sup>1</sup>**

The mark IN (Incomplete) may be given to students who—due to extenuating circumstances—are unable to complete the required work between the course withdrawal deadline and the end of classes. The timeline shall be adjusted appropriately for summer sessions and flexibly scheduled courses.

To be eligible, undergraduate students ~~currently~~ must be earning a minimum D grade, and graduate students ~~currently~~ must be earning a minimum C grade, in the course at the time of the request. Appropriate documentation is required to support the extenuating circumstance.

The student or university-approved designee must ~~initiate the request for~~ the IN mark from the instructor of the course, and it is the responsibility of the student to arrange to make up the incomplete work. After the instructor approves the request, the instructor must initiate the request by ~~instructors are required to complete and~~ submitting an Incomplete Mark Contract workflow to their department chair/school director prior to the grading deadline ~~at the time grades are assigned~~. This electronic workflow form includes justification for awarding the Incomplete, describes the work to be completed for the course and specifies the grade to be assigned if the work is not completed (default grade). The ~~A copy of the~~ Incomplete Mark Contract is sent electronically ~~provided~~ to the student.

The IN mark is not counted in the computation of grade point averages. When the work is completed, an appropriate grade will be assigned based on the instructor's evaluation of the work submitted and a new grade point average computed.

If the student does not complete and receive a grade, or is not granted an extension ~~Unless the course is completed or an extension is granted~~, the student's IN mark for the course automatically will lapse to the default grade designated on the Incomplete Mark Contract ~~at the earliest of one of the following~~:

~~(1) the default date designated on the Incomplete Mark Contract; or~~

(1) at the end of one semester for undergraduate courses, or

(2) at the end of three consecutive terms for graduate courses, ~~and or~~

(3) after 90 calendar days for College of Podiatric Medicine courses.

If the student is granted an extension and does not complete and receive a grade by the deadline, the student's IN mark for the course automatically will lapse to the default grade designated on the Incomplete Mark Contract at the end of the term in which the extension deadline occurs.

**CLEAN VERSION OF REVISIONS**

The mark IN (Incomplete) may be given to students who—due to extenuating circumstances—are unable to complete the required work between the course withdrawal deadline and the end of classes. The timeline shall be adjusted appropriately for summer sessions and flexibly scheduled courses.

To be eligible, undergraduate students must be earning a minimum D grade, and graduate students must be earning a minimum C grade, in the course at the time of the request. Appropriate documentation is required to support the extenuating circumstance.

The student or university-approved designee must request the IN mark from the instructor of the course, and it is the responsibility of the student to arrange to make up the incomplete work. After the instructor approves the request, the instructor must initiate the request by submitting an Incomplete Mark Contract workflow to the department chair/school director prior to the grading deadline. This electronic workflow includes justification for awarding the Incomplete, describes the work to be completed for the course and specifies the grade to be assigned if the work is not completed (default grade). The Incomplete Mark Contract is sent electronically to the student.

The IN mark is not counted in the computation of grade point averages. When the work is completed, an appropriate grade will be assigned based on the instructor's evaluation of the work submitted and a new grade point average computed.

If the student does not complete and receive a grade, or is not granted an extension, the student's IN mark for the course automatically will lapse to the default grade designated on the Incomplete Mark Contract:

- (1) at the end of one semester for undergraduate courses or
- (2) at the end of three consecutive terms for graduate courses or
- (3) after 90 calendar days for College of Podiatric Medicine courses.

If the student is granted an extension and does not complete and receive a grade by the deadline, the student's IN mark for the course automatically will lapse to the default grade designated on the Incomplete Mark Contract at the end of the term in which the extension deadline occurs.

<sup>1</sup> Policy source: [catalog.kent.edu/academic-policies/grading-policies-procedures](http://catalog.kent.edu/academic-policies/grading-policies-procedures)