

Academic Standards Committee

February 12, 2007

Present: Kurt Leichtle, Dawn Hukai, Jim Tangen-Foster, Dan Vande Yacht, Steve Luebke, Roark Atkinson, Vicki Hajewski, Doug Johnson  
Absent:, Keith Chavey

Meeting convened-11:15, Minutes approved (Hukai move, Vande Yacht second)

The discussion on I and SP grades continued from the previous meeting. Minor changes were made in the revised draft presented and the committee voted to approve and send to Senate (Luebke move, Hukai second)

The committee began discussion of students adding courses on ESIS in the first five days. The committee agreed that this procedure was logical and reasonable. The discussion noted that in general students who brought an add card to class were added routinely if a seat was available. If seats remain available given the class size limit, the university has an implied contract with the students that the seat is available through the specified five day add period. Some students are reluctant to come to class until they are officially added. If the card must be signed and then turned in the student may miss one or more classes. With the registration completed immediately on ESIS, the student will feel comfortable with attending the class at the next meeting. On-line registration relieves the faculty, staff, and students of the frustrations of the mechanics of getting the add card signed and turned into the registrar's office. The student using ESIS to add is also clear that the responsibility for catching up with the class is theirs and not the instructor's. The committee will review a draft memo to the Senate Executive Committee at the next meeting.

Adjourned 11:45

Next meeting February 19, 2007, 11:15 am

See below for motion.

Motion from the Academic Standards Committee (12 February 2007), the following language replaces the existing language in the faculty handbook

#### 8.2.17 Interim grades: Incomplete, Satisfactory Progress

Incomplete: A grade of incomplete (I) may be given for a verifiable, non-academic reason at the instructor's discretion upon student request. If the student does not complete the coursework and a A-F grade is not given within two semesters (excluding J-term and summer terms) the course grade becomes an F. See last paragraph for

exceptions to this rule. When a student completes the work the incomplete (I) grade is replaced with the new grade (A-F). The I remains on the transcript with the note that the work was completed. The student is responsible for being aware of the financial aid implications of their grades.

Satisfactory Progress: A grade of satisfactory progress (SP) may be given by the instructor when the work of the course extends logically or for pedagogical reasons beyond the end of the term. The instructor will give the SP after assessing that the work to date demonstrates progress. If the work is not completed at the conclusion of two semesters (excluding J-term and summer terms) and the instructor does not submit a grade, the course grade becomes an F. When the coursework is completed, the SP grade is removed from the student's records. The student is responsible for being aware of the financial aid implications of their grades.

Graduation: The student must resolve all outstanding I and SP grades before the diploma is granted.

Instructor Preference: The registrar's office will notify instructors of all I and SP grades outstanding in the 12<sup>th</sup> week of the semester indicating which instances will become F at the conclusion of the semester. The instructor may return by the grade deadline the list indicating students for whom he or she is extending the I or SP grades for one more semester after that time the I or SP becomes an F.