

College of Humanities, Arts, and Social Sciences
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REPORT TO THE RIVERSIDE DIVISION

February 27, 2018

To Be Adopted

Proposed Changes on the Riverside Regulations R1.4, R1.4.1, R1.4.2

PRESENT

R1.4 The grade I (incomplete) ~~denotes that a student's work was of passing quality but incomplete for good cause.~~ Subject to the provisions of R1.4.2, units are not charged and grade points are not assigned for I grades. The grade I can be replaced as follows:

R1.4.1 Subject to time limitations stated in R1.4.2 and upon completion of the required work, as specified by the instructor, the grade I shall be replaced by a grade A to F or S/NC.

R1.4.2 When a course graded I has not been successfully completed within one additional quarter, it will be replaced by a grade of F or by NC if the course was undertaken on an S/NC basis. ~~In the case of a graduating senior an I grade will automatically be recorded as an F or NC. Before a grade of I lapses into a grade of F or NC, the appropriate Dean may extend time for successful completion when he considers that circumstances warrant it. (Am 5 May 77)~~

PROPOSED

R1.4 The grade I (incomplete) may be assigned at the instructor's discretion when a student – due to illness or other unforeseen factors – is unable to satisfy course requirements by the end of the academic term. When a grade of I is assigned, the instructor will apprise the student of the remaining assignments and the timeline for completion of the missing work. At the time of the incomplete, the work must be of passing quality. If the student needs to repeat the course the student should not be assigned an incomplete. Subject to the provisions of R1.4.2, units are not charged and grade points are not assigned for I grades. The grade I can be replaced as follows:

R1.4.1 Subject to time limitations stated in R1.4.2 and upon completion of the required work, as specified by the instructor, the grade I shall be replaced by a grade of A to F or S/NC, depending on the original grading basis.

R1.4.2 When a course graded I has not been successfully completed within one additional quarter, it will be replaced by a grade of F or by NC if the course was undertaken on an S/NC basis. The grade of F or NC will remain unless a change of grade is submitted by the instructor. In the case of a graduating senior, an I grade will be recorded as an F or NC upon conferral of the degree.

Statement of Purpose and Effect:

The proposed changes more fully describe the circumstances under which a student would request, and a faculty member grant, a grade of incomplete. The revised language aims to reduce any confusion about a student's responsibility regarding the completion of a course graded incomplete. By removing the option to extend the incomplete, the revised regulations give students greater motivation to complete the course within the one-quarter timeframe or risk being assigned the F grade. Once the F grade is assigned, it will be at the discretion of the instructor to allow the student to complete any outstanding course requirements for a new grade. Eliminating the incomplete extension also eliminates the petition and College office approval process that must occur before an instructor's submission of a change of grade will be entered by the Registrar's office. The instructor will be able to submit the change of grade form without impediment so that the student's transcript is updated promptly. Incomplete grades can be especially troublesome in the student's graduation quarter and can sometimes lead to delays in graduation. The proposed regulations will simplify the resolution of incomplete grades, which aligns with the Chancellor's recent charge to streamline and expedite the degree conferral process.

Submitted by Alicia Arrizón, Associate Dean and José Beruvides 1/5/2018

Approvals

Approved by the College of Humanities, Arts, and Social Sciences Executive Committee: 1/17/18

Approved by the Faculty of the College of Humanities, Arts, and Social Sciences: 1/17/18

The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate:

(leave blank)

Received by Executive Council:

(leave blank)