

Attachment 1
Proposal by CAPP
Submitted to FS Academic Affairs: May 10, 2017
Proposed Change to University Handbook, Section F83
TRACKED VERSION

Approved by FS Academic Affairs on September 19, 2017 and Faculty Affairs on October 17, 2017

(Proposed modification of Section F83, Kansas State University Handbook)

F83 The instructor will make an appropriate report on any student who does not complete a course in accordance with these definitions:

- If a drop in a full-semester course occurs in the first 36 calendar days, no grade is reported. The deadline for other courses will be pro-rated based on the course length.
- If a student drops a full-semester course after the first 36 calendar days, but before the start of the eleventh week, a withdrawn (W) is reported. The deadline for other courses will be pro-rated based on course length. See Registrar's website for details, http://www.k-state.edu/registrar/a_r/.
- After the tenth week of classes, a course may not be dropped.
- The grade of incomplete ~~may be given~~ is a temporary grade given at the discretion of the faculty upon request of the student ~~for personal emergencies that are verifiable. An incomplete grade is appropriate when verifiable circumstances beyond the student's control prevent completion of course requirements by the grade submission deadline, and the student was engaged and participating in the class prior to the circumstances that prevented completion of course requirements.~~

The faculty member ~~has the responsibility to provide~~ is responsible for providing written notification to the student of the work required to remove the incomplete. A sample notification form is available on the Registrar's website. Typically, allowing or requiring student participation in the course in a subsequent term is not appropriate for completing missing work. The student is responsible for completing the work by the date set by the instructor, by the conclusion of the next regular term (fall or spring), or the student's graduation term, whichever is earlier. ~~and must make up the incomplete during the first semester is enrolled at the university after receiving the grade.~~ The instructor may extend the incomplete deadline with notification of the student's academic advisor, except for Undergraduate research courses, internship courses, theses, dissertations, and directed research courses, and other courses with the "IH" grading option are exempt from the one regular term limit for completion.

If the student does not make up the incomplete during the ~~first semester of enrollment at the university after receiving it~~ specified period, a grade may be given submitted by the faculty member without further consultation with the student. If after the end of the first one semester period of enrollment the incomplete remains on the record, it will be re-designated as F ~~for record-keeping~~ and will be computed in the student's GPA, weighted at 0 points per credit.

~~A student will not be cleared for graduation with an incomplete grade on his or her academic record.~~ A student with incompletes will only be cleared for graduation if receiving Fs in every incomplete class will satisfy the requirements for graduation. Upon graduation, any incomplete grade is changed to an F.

SAMPLE

Incomplete (I) Agreement

The grade of incomplete is a temporary grade given at the discretion of the faculty upon request of the student. An incomplete grade is appropriate when verifiable circumstances beyond the student's control prevent completion of course requirements by the grade submission deadline, and the student was engaged and participating in the class prior to the circumstances that prevented completion of course requirements.

The faculty member is responsible for providing written notification to the student of the work required to remove the incomplete. A sample notification form is available on the Registrar's website. Typically, allowing or requiring student participation in the course in a subsequent term is not appropriate for completing missing work. The student is responsible for completing the work by the date set by the instructor, by the conclusion of the next regular term (fall or spring), or the student's graduation term, whichever is earlier. The instructor may extend the incomplete deadline with notification of the student's academic advisor. Undergraduate research courses, internship courses, theses, dissertations, directed research courses, and other courses with the "IH" grading option are exempt from the one regular term limit for completion.

If the student does not make up the incomplete during the specified period, a grade may be submitted by the faculty member without further consultation with the student. If after the end of the one semester period the incomplete remains on the record, it will be re-designated as F and will be computed in the student's GPA, weighted at 0 points per credit.

A student with incompletes will only be cleared for graduation if receiving Fs in every incomplete class will satisfy the requirements for graduation. Upon graduation, any incomplete grade is changed to an F.

Student Name _____ **Emplid or WID** _____
Course Number _____ **Credits** _____ **Class Number (5-digit)** _____
Course Name _____ **Term** _____

Reason for Incomplete:

Specific requirements for resolving the incomplete grade. *Details of remaining requirements to be completed, including the maximum points possible for missing assignment(s)/examination(s).*

Required Completion Date _____

Date by which incomplete work must be submitted -- not to exceed the student's graduation term.

Current points accumulated by the student _____ / _____ **maximum points possible in course**
Current grade _____

I acknowledge that the current grade may be submitted for final grade, or the incomplete grade will be allowed to automatically revert to an F in the event that satisfactory completion of missing work has not occurred by required completion date.

Student signature* **Date** **Instructor's signature** **Date**

**If unavailable, copy of communication by email or postal mail must be submitted with agreement.*

Instructor keeps original signed agreement and provides copies to the student and the student's dean's office.

When missing work has been submitted and graded, the course instructor will complete the grade change process.