Policy Revision: Seven-Year Time Limit for Master's Degree Programs

Dr. Piercey presented for approval a revision of the University's policy on the Seven-Year Time Limit for Master's Degree Programs. The proposed revision extends the time limit to ten years for programs greater than forty hours to allow sufficient time for students in these programs to complete their degrees without the need to resort to requests for waivers. Ms. Barton made a motion for approval that was seconded by Ms. Rogers. The motion was passed by voice vote. A copy of the approved policy revision is included with the Official Minutes of the Board of Regents.

Policy Addition: Academic Bankruptcy of Graduate Course Work

Dr. Piercey presented for approval a proposed policy to permit graduate students who may have encountered academic difficulties at some point in their graduate careers to be allowed to pursue graduate degrees in other programs while remaining in good academic standing. He noted that the proposed policy mirrors that of the University's current policy for undergraduates. Mr. Abney made a motion for approval, and Dr. Frisbie seconded. The motion passed by voice vote. A copy of the approved policy is included in the Official Minutes of the Board of Regents.

Policy Revision: Awarding "I" (Incomplete) Grades

Dr. Piercey presented for approval a policy revision, effective fall 2007 term, to provide for a written agreement which clearly defines all conditions and deadlines pertaining to the awarding of an Incomplete Grade in a course. Dr. Frisbie made a motion for approval; Mr. Fulkerson seconded. The motion passed by voice vote. A copy of the approved policy and the Incomplete Grade Contract form, are included in the Official Minutes of the Board of Regents.

Suspension of University Writing Requirement

Dr. Piercey presented for approval a proposal to discontinue requiring the University Writing Requirement (UWR) for students who enrolled in summer 2006 or thereafter. The proposal states that the University has four initiatives emphasizing writing and assessment, which will be embedded in the curriculum instead of existing apart from it. Mr. Fifer and Dr. Piercey engaged in a discussion regarding the review of application of the suspension of the UWR to those students enrolled prior to summer 2006. Dr. Piercey stated that he would take under advisement the request to allow for the application of the UWR suspension to students prior to summer 2006. Dr. Frisbie made a motion to approve the proposal as presented in the Board agenda materials provided to the Board. Mr. Fifer seconded. The motion passed by voice vote. A copy of the proposal as approved is included in the Official Minutes of the Board of Regents.

Approval of Candidates for May 2007 Commencement

President Glasser recommended to the Board that it approve the candidates who will complete degree requirements for Spring 2007 Commencement Exercises for receipt of their degrees. The official list of graduates will be on file in the Office of the Registrar. Ms. Rogers made a motion for approval. Mr. Fifer seconded. The motion passed by voice vote.
I. Policy Revision: Awarding “I” (Incomplete) Grades

II. Issue

The revision of current EKU policy to one that better serves EKU students and faculty and is more in line with national professional standards and best practices.

III. Background and Process

Current policy does not document the body of work that a student must complete to fulfill a course that, by circumstances beyond their control, they are not able to complete. This lack of agreement between parties, and documentation of that agreement, protects neither the University nor the student. The new process requires an agreement which clearly defines all conditions and deadlines pertaining to the awarding of an Incomplete grade in a course.

IV. Alternatives

The alternative is not to approve the new policy for submitting “I”, (Incomplete) grades.

V. President’s Recommendation

Based on the approval by the Council on Academic Affairs and the Faculty Senate, the President recommends approval of this revision of the Incomplete grade policy.
Policy: Submission of Incomplete Grade

PROPOSAL (Fall 2007 Effective Date)

(1) An Incomplete Grade Contract may be initiated by a student (undergraduate and graduate) or faculty member prior to the last day of class when a student wishes to pursue an incomplete grade (sample contract attached). If the instructor agrees that the student has extenuating circumstances beyond their control and he/she agrees to assign an incomplete grade, the instructor will identify on the Incomplete Grade Contract all outstanding assignments and/or other conditions needed to complete the course and secure all the necessary approving signatures. The student's signature is not required for the contract to be in force. A copy of the contract will be mailed to the student by the Registrar's Office, giving the student a 10 day window to decline the incomplete grade. The approved contract is to be submitted to the Registrar's Office preferably by the advertised deadline for final grade submission, but no later than 30 days past this date.

Once the Registrar's Office receives the signed and approved contract the "I" grade will be converted to "I+" to designate that a contract is on file. While the faculty will be able to submit the "I" grade through the online grade submission process, any "I" grade that is not accompanied by an approved Incomplete Grade Contract within 30 days of the advertised final grade submission deadline will be converted to an "F". Students have until the last day of classes in the immediately proceeding semester (excluding summer) to finish all incomplete coursework as specified in the University Catalog, unless a shorter time frame is indicated on the Incomplete Grade Contract. If the student fails to complete their course requirements by the stated deadline, the incomplete will be automatically changed to a failing grade.

(2) EKU will not award a degree to any student with an incomplete EKU course on his/her transcript. This represents best practices as supported by AACRAO and a recent poll of our colleagues in Kentucky and across the nation. Documentation is available upon request.

PROPOSED CATALOG TEXT

An instructor may assign a grade of "I" if the instructor believes that the student has been unable to complete the course on time because of unavoidable conditions. The approved contract is to be submitted to the Registrar's Office preferably by the advertised deadline for final grade submission, but no later than 30 days past this date. The student's signature is not required for the contract to be in force. A copy of the contract will be mailed to the student by the Registrar's Office giving the student a 10 day window in which they may decline the incomplete grade.

While the faculty will be able to submit the "I" grade through the online grade submission process, any "I" grade that is not accompanied by an approved Incomplete Grade Contract within 30 days of the advertised final grade submission deadline will be converted to an "F". Any student receiving a grade of "I" must coordinate with the instructor to satisfy all outstanding coursework for the course. Students should not register to repeat the course in a subsequent term. Once outstanding requirements for the course are satisfied, the instructor will process a change of grade converting the "I" to a letter grade. The deadline for the grade change is the last day of class of the next full-length (i.e., fall or spring) term. Once this deadline has passed, the "I" becomes an "F".

If, due to extenuating circumstances, a student is unable to complete the contracted coursework to fulfill the incomplete course, by the established timeline, the student has the option of requesting a one-time, one semester extension to the incomplete deadline. The student must initiate the request through the instructor before the established deadline. Approval of an extension of an incomplete grade is not automatic and depends on the student's unique circumstances.
A degree cannot be awarded to a student with any incomplete EKU course on his/her record. Any student who is a pending graduate with any unresolved EKU incomplete ("I"), or "IP" grades, will be given the choice of either accepting an "F" for the "I" course, or "NC" for unresolved IP grades), or being deferred to the next term for graduation consideration.

PROPOSED ADDITION TO CATALOG TEXT
(page 46, 2006-07 UG Catalog)

Add the following stipulation to the list of comprehensive requirements for baccalaureate degrees:

10. Complete all EKU coursework with a final grade. Any student who is a pending graduate with any unresolved EKU incomplete ("I"), or "IP" grades, will be given the choice of either accepting an "F" for the "I" course, or "NC" for unresolved IP grades), or being deferred to the next term for graduation consideration.
EASTERN KENTUCKY UNIVERSITY
Office of the Registrar

INCOMPLETE GRADE CONTRACT

Student's Name (please print) ____________________________

Student ID Number ____________________________

Faculty Member's Name (please print) ____________________________

Department ____________________________

Course Title ____________________________

Course # & Section ____________________________ Semester ____________________________ Year ____________________________

An Incomplete grade may be assigned at the instructor's discretion under the following circumstances:

- An illness or other legitimate extenuating circumstance has prevented the student from completing the required work by the established deadline and;
- The incomplete is not based solely on a student's failure to complete work or as a means of raising his/her grade by doing additional work after the grade report time; and
- The instructor agrees to complete this contract and to send it to the Registrar's Office (ideally with the student's signature). The Registrar's Office must receive it no later than 30 days after the deadline for final grade submission for the term in question. If no contract is submitted within 30 days of the final grade deadline the "I" grade will be replaced with an "F". Students will NOT be allowed to hand deliver incomplete contracts to the Registrar's Office.
- Upon receipt, the Registrar's Office will provide copies of the contract to the student and College Dean.

Outstanding Course Assignments that Need Completion: (please provide specific details below, attach additional sheets if necessary)

All outstanding work must be completed and a Grade Change form must be submitted by the instructor to the Office of the Registrar by the last day of classes of the regular semester (fall/spring) immediately following the term in which the incomplete grade was originally assigned. If a grade change is not submitted by the established deadline, the incomplete will automatically default to a failing (F) grade.

Special Note Regarding Graduation Eligibility & Incomplete Grades: A degree cannot be awarded to a student with incomplete grades on their record. Pending graduates are cautioned about the consequences of agreeing to the assignment of an incomplete grade as it can prevent a student from graduating on time. Pending graduates with unresolved incompletes ("I") will be given the choice of accepting an "F" in the course or being deferred to the next term for graduation consideration. Students with an unresolved in-progress grade (IP) will be given the choice of accepting an "NC" for the course or being deferred to the next term for graduation consideration.

Instructor Signature (Required) ____________________________ Date ____________________________

Students Signature (Recommended) ____________________________ Date ____________________________

Student Note: Upon receipt of this document, if you decide to decline this offer of an incomplete and would rather receive your earned grade, please signify that decision on this form and return it to the Registrar's Office within 10 business days.
OMNI continues work on Phase "B" design development for the new science building. Phase 1 project drawings that will construct utility connections to the site should be advertised for bid on April 27th. Phase 2 site demolition drawings will follow shortly behind the Phase 1 bid. Phase 2 is currently under review by Facilities Services.

Phase "B" design development for the Business & Technology Phase 2 will complete in the next week. Bidding is scheduled for August.

The University is entering the final stage of the process to contract for operation of the EKU Bookstore. Four vendors have submitted their proposals for review. An ad hoc advisory review group, including faculty members David May, Patrick Newell and Salome Nnoromele, has been reviewing and evaluating the written proposals and presentations by the four companies.

Also, the University is entering the final stage of the dining services RFP process. Three vendors submitted their proposals for review. An ad hoc advisory review group, including faculty members Alice Jones, Claire Schmeltzer, and Bill Wesley, has been reviewing and evaluating the written proposals and will evaluate the upcoming presentations by the three companies.

The first year of EKU's new wellness program, Healthy You at EKU, has successfully concluded with 22% employee participation. The second year of the program began on March 1. Also, the February Health Fair was a success with over 200 faculty/staff participating.

UNFINISHED BUSINESS:

Report from Council on Academic Affairs

1. Incomplete Grades Proposal

Senator Carter moved to combine the two motions on the Incomplete Grades Proposal, seconded by Senator Redmond. The majority were in favor and the motion carried.

Senator Robles moved to accept the Rights and Responsibilities recommendations on the Incomplete Grade Proposal, seconded by Senator Carter. The majority were in favor and the amendment carried. The Incomplete Grades proposal, as amended, was approved by the Senate.

NEW BUSINESS:

Extended Campus Taskforce Committee Recommendations - Senator Piercey introduced the University committee's eleven recommendations as an informational item only.

Senate Chair Nominations - Senator Fenton nominated Senator Eakin.

Senate Vice-Chair Nominations - Senator Dieckmann nominated Senator Ware.

Report from Council on Academic Affairs - Senator Piercey

1. Acceptance of transfer credits (informational item)
2. Writing Intensive General Education Course Proposal
3. Suspension of UWR
4. Career & Technical Education program revisions (B.S.) - new option: Engineering/Technology Education
5. Career & Technical Education program revisions (M.S.) - new option: Agriculture Education
6. Physical Education program revision (B.S.) - deletion of option: Sport Management
7. Coaching Endorsement - suspend program
8. Coaching Minor - New program
9. Sport Management - New Program
10. Safety, Security & Emergency Management (M.S.) - (2 options: 1) Fire & Emergency Services Option & 2) Occupational Safety Option)
11. First & Emergency Services Certificate - New Program

Items 1 was introduced as an informational item only.

Senator Collins moved approval of items 2-12, seconded by Senator Robles. The majority were in favor and the motion carried.

Passed Committee Motion - Senator Mide moved, seconded by Senator Winslow to approve the rules committee motion to change the Internal Procedures to Include Librarians In the Faculty
A Proposed Compromise of the Proposed Changes to Incomplete Grade Procedures

The Rights & Responsibilities Committee and other interested faculty members met on March 22 and April 5, 2007, in the Alumni Room in Keen Johnson regarding the Proposed Changes to Incomplete Grade Procedures. The Registrar attended the April 5 meeting.

The group agreed that documentation is an important component of the incomplete procedure so that the student, instructor, and registrar know what the expectations are for the student to fulfill the course requirements to receive a grade.

The Registrar clarified two major items in the discussion of the proposal:

- After what date are grades “locked” (so that they may not be changed at the end of the semester—without doing a “change of grade” form)? Heidi’s Reply: Grades are “locked” the same day grades are due—typically by late afternoon or early evening. Locking the grades is a necessary function in order to do end of term processing which drives the recalculation of earned hours, GPA, and enrollment status. End-of-term processing is an all or nothing process—we have no capability to segregate our population by student or course in order to piecemeal the process. Once end-of-term processing is complete, all changes must be done manually—which is why faculty have to submit grade change forms.

- Was “IP” not supposed to be included in this discussion? “IP” is listed in the proposal, but it was understood that “IP” was not supposed to be part of the incomplete policy. Heidi’s Reply: While it is true that IP grades are not supposed to be part of the incomplete contract (since these are already approved at the individual course level through the CAA process), we did, however, want to clarify that no IP grades could be left outstanding on student transcripts if they desire to have their degree conferred. The proposed catalog text revision, however, may still need clarification regarding IP.

The following revised statement is more indicative of the intended message: “A degree cannot be awarded to a student with an incomplete EKU course on his/her record. Any student who is a pending graduate with an unresolved incomplete ("I") grade will be given the choice of accepting an "F" for the course (or "NC" for courses with previous "IP" grades) or being deferred to the next term for graduation consideration.” There is no intent to suggest a change to the IP policy.

The following comments refer to the memorandum that was presented by the Registrar to the Faculty Senate at the March 2007 meeting. See the memo beginning on page 12 at http://www.eku.edu/academics/facultysenate/agendas/2006-07/03-05-07/agenda.pdf

RATIONALE

We support both rationale items 1 and 2 for having a university-wide policy for Incomplete Grade Procedures.
PROPOSAL

Recommend Effective Fall 2007, after discussions with faculty have occurred.

Item (1) Recommended Changes to the Proposal:

- The student or the faculty member may initiate the request.  
  **Rationale:** Oftentimes, students do not know that they may request an incomplete, or they may not be in a situation to request an incomplete. If the student has been performing well to a certain point, the faculty member should be able to suggest or initiate the incomplete process.
- The form is changed to request only student name and ID, course ID, current course grade, course requirements needed to complete, and completion date required. Ideally (but not operationally functional in Banner), when the instructor enters “I” on the grade screen, a dialog box opens; and the instructor only needs to type in the current course grade and course requirements needed for completion. All of the other information would already be linked. When submitted, an e-mail copy could automatically be sent to the instructor and the student. However, since we were unable to pursue an automated process, the paper “incomplete grade contract” is necessary. When faculty enter an “I” grade on the final grade report, a message will appear reminding the faculty member to complete an “incomplete grade contract” for each student who receives an “I” grade. The revised contract is attached. The faculty member must sign the form, and ideally, the student also signs the agreement. In those rare cases, where the student is not available for a signature, the Registrar’s office will mail the contract to the student with a disclaimer that indicated the student’s agreement of the contract unless notification is given to the Registrar’s office within 10 business days of the date of the contract. The Registrar’s office will remind faculty who have not submitted incomplete contracts within two weeks of the final grade submission date. Once a contract is received by the Registrar’s office, the “I” will change to “I^.” Thirty days from the final grade submission date, the remaining “I” grades that are not supported by a contract will be changed to “F.” The “I^” grades need to be completed by the end of the next semester (fall or spring).  
  **Rationale:** The instructor knows the course requirements better than anyone else, is aware of student performance to date, and has ultimate responsibility for the student grade. The “reasons for incomplete” are not necessary as long as the instructor knows the situation and has approved; further circulating that information would violate individual privacy.

Item (2) Recommendation:

The committee does not dispute the proposed item, but acknowledges that more time is needed to allow for final grades to be posted. Give faculty a time extension for entering final grades; for example, the grades need to be entered by Tuesday or Wednesday after finals rather than Monday. This request could be supported if the change is endorsed by the university. Important note: All delays impact the ability to process transcripts, confirm graduation, or alert students of continued attendance eligibility (suspensions/dismissals).
PROPOSED CATALOG TEXT REVISION

Paragraph 1:

Strike "and the student has already completed at least 70% of the course requirements."

**Rationale:** Some courses progressively build to a final project that may be 70% or more of the grade at the end. Again, this item should be left to the discretion of the course instructor.

Keep the following statement, except for the strikethrough: "A Request for an Incomplete Grade contract must be approved and received by the Registrar's Office no later than 30 days after the semester deadline for final grade submission."

**Rationale:** The approval should come from the instructor.

Paragraph 2:

Keep the first and third sentences. Change the second sentence to read: "The student must initiate the request through the instructor before the established deadline."

**Rationale:** The approval should come from the instructor who knows the situation.

Paragraph 3:

No dispute with the paragraph except for the "IP." Clarification is needed for catalog purposes: "A degree cannot be awarded to a student with an incomplete EKU course on his/her record. Any student who is a pending graduate with an unresolved incomplete ("I") grade will be given the choice of accepting an "F" for the course (or "NC" for courses with previous IP grades) or being deferred to the next term for graduation consideration."

PROPOSED ADDITION TO CATALOG TEXT

This paragraph will need to be rewritten based upon the outcomes of our discussions.

**Therefore, the Rights and Responsibilities Committee moves approval of this document in support of the Incomplete Grades Proposal as amended.**
An instructor may assign a grade of “I” if the instructor believes that the student has been unable to complete the course on time because of unavoidable conditions and the student has already completed at least 70% of the course requirements. A Request for an Incomplete Grade contract must be approved and received by the Registrar’s Office no later than the 30 days after the semester deadline for final grade submission. Any student receiving a grade of “I” must coordinate with the instructor to satisfy all outstanding coursework for the course. Students should not register to repeat the course in a subsequent term. Once outstanding requirements for the course are satisfied, the instructor will process a change of grade converting the “I” to a letter grade. The deadline for the grade change is the last day of class of the next full-length (i.e., fall or spring) term. Once this deadline has passed, the “I” becomes an “F”.

If, due to extenuating circumstances, a student is unable to complete the contracted coursework to fulfill the incomplete course by the established timeline, the student has the option of requesting a one-time, one-semester extension to the incomplete deadline. This request is initiated through the Registrar’s Office and requires the endorsement of the instructor and department chair and the approval of the college dean. The student must initiate the request through the instructor before the established deadline. Approval of an extension of an incomplete grade is not automatic and depends on the student’s unique circumstances.

A degree cannot be awarded to a student with an incomplete EKU course on his/her record. Any student who is a pending graduate with an unresolved incomplete (“I” or “IP”) grade will be given the choice of accepting an “F” for the course (or “NC” for courses with previous IP grades) or being deferred to the next term for graduation consideration.

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