Completion of courses that are recorded as "Incomplete".

University of Rhode Island Faculty Senate

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TO: President Francis H. Horn
FROM: Chairman of the Faculty Senate

1. The Attached BILL, titled _________________
   is forwarded for your consideration.

2. The original and two copies for your use are included.

3. This BILL was adopted by vote of the Faculty Senate on ____________________
   (date)

4. After considering this bill, will you please indicate your approval or
   disapproval. Return the original or forward it to the Board of Trustees,
   completing the appropriate endorsement below.

5. In accordance with Section 8, paragraph 2 of the Senate's By-Laws, this
   bill will become effective on ____________________ (date), three weeks
   after Senate approval, unless: (1) specific dates for implementation are
   written into the bill; (2) you return it disapproved; (3) you forward
   it to the Board of Trustees for their approval; or (4) the University
   Faculty petitions for a referendum. If the bill is forwarded to the
   Board of Trustees, it will not become effective until approved by the Board.

   June 12, 1967

   ___________________________  /s/
   Chairman of the Faculty Senate

ENDORSEMENT 1.

TO: Chairman of the Faculty Senate
FROM: President of the University

1. Returned.

2. Approved ________. Disapproved ________.

3. (If approved) In my opinion, transmittal to the Board of Trustees is not necessary.

   ___________________________  /s/
   President

   June 13, 1967

Form approved 11/65
ALTERNATE ENDORSEMENT 1.

TO: Chairman of the Board of Trustees.

FROM: The University President

1. Forwarded.

2. Approved.

__________________________ /s/ President
__________________________ __________________________
(date) (Office)

ENDORSEMENT 2.

TO: Chairman of the Faculty Senate

FROM: Chairman of the Board of Trustees, via the University President.

1. Forwarded.

__________________________ /s/ President
__________________________ (Office)
__________________________ __________________________
(date) (Office)

ENDORSEMENT 3.

TO: Chairman of the Faculty Senate

FROM: The University President

1. Forwarded from the Chairman of the Board of Trustees.

__________________________ /s/ President
__________________________ __________________________
(date) (Office)

Original received and forwarded to the Secretary of the Senate and Registrar for filing in the Archives of the University.

__________________________ /s/ Chairman of the Faculty Senate
__________________________ __________________________
(date) (Office)
Completion of Courses that are recorded as "Incomplete."

The Faculty Senate has approved amendment of Section 1.07.3 (page 57 of the University Manual) to read as follows. The new reading is underlined.

1.07.3 Incomplete. A report of "Incomplete" shall be given in place of a grade when the work of the semester has been passing, but has not been finished satisfactorily because of illness or for some other reason which, in the opinion of the instructor, justifies such a report. The instructor must accompany such a report with a written explanation that must be satisfactory to the Dean of the College in which the student is registered. The student having "Incomplete" must make satisfactory arrangements with the instructor or department chairman for removing all such deficiencies prior to the date of mid-semester of the following semester, and the new grade must be communicated to the Dean of the college in which the student is registered and to the Registrar on or before that date. An "Incomplete" not removed by the mid-semester date shall be recorded automatically as an "F" grade on the student's record. If circumstances warrant it, the Dean may extend the time limit during which the incompletely made up.

Comments: Amendment of Section 1.07.3 supplies a definite date for removal of "Incomplete grades" which hopefully will eliminate the problems engendered by students carrying "Incomplete" grades on their records for several semesters, or sometimes for several years.