MEMORANDUM

DATE: August 28, 2009

TO: Dr. Robert Bednarz
    Speaker, Faculty Senate

FROM: Dr. David W. Parrott
      Chair, Rules and Regulations Committee

SUBJECT: Proposed Revisions to the Texas A&M Student Rules

Attached please find proposed revisions to the Texas A&M University Student Rules as approved by the Rules and Regulations Committee. These changes are for the following section:

10.5
Student Rules and Regulations Committee
Proposal to Revise Rules
Page 3 of 4

(Additions to rules are bolded and underlined, deletions to rules are indicated by strikethrough)

EXISTING RULE: 10.5 A temporary grade of I (Incomplete) at the end of a semester or summer term indicates that the student (graduate or undergraduate) has completed the course with the exception of a major quiz, final examination or other work. The instructor shall give this grade only when the deficiency is due to an authorized absence or other cause beyond the control of the student. When an instructor reports an incomplete grade to the registrar, he or she will fill out an “Incomplete Grade Report,” which is filed with the department head. Copies are sent to the student and to the student’s academic dean. This report includes (1) a statement of the instructor’s reason for awarding the incomplete grade and (2) a statement concerning the remaining work to be completed before the last day of scheduled classes of the next fall or spring semester in which the student enrolls in the university unless the student’s academic dean, with the consent of the instructor (in the absence of the instructor, the department head), grants an extension of time for good reason. If the incomplete work is not completed within this time or if the student registers for the same course again, the I will be changed to an F by the registrar. Grades of I assigned to 684 (Professional Internship), 691 (Research), 692 (Professional Study) or 693 (Professional Study) are excluded from this rule.

RULE WITH PROPOSED CHANGES: 10.5 A temporary grade of I (Incomplete) at the end of a semester or summer term indicates that the student (graduate or undergraduate) has completed the course with the exception of a major quiz, final examination or other work. The instructor shall give this grade only when the deficiency is due to an authorized absence or other cause beyond the control of the student. When an instructor reports an incomplete grade to the registrar, he or she will fill out an “Incomplete Grade Report,” which is filed with the department head. Copies are sent to the student and to the student’s academic dean. This report includes (1) a statement of the instructor’s reason for awarding the incomplete grade and (2) a statement concerning the remaining work to be completed before the last day of scheduled classes of the next fall or spring semester in which the student enrolls in the university by the 50th class day of the following fall or spring semester unless the student’s academic dean or his or her designee, with the consent of the instructor (in the absence of the instructor, the department head), grants an extension of time for good reason. If the incomplete work is not completed within this time or if the student registers for the same course again, the I will be changed to an F by the registrar. Grades of I assigned to 684 (Professional Internship), 691 (Research), 692 (Professional Study) or 693 (Professional Study) are excluded from this rule.

JUSTIFICATION FOR PROPOSED CHANGE:
The current rule allows a student to use the next semester to complete remaining course work in a course designated as incomplete. Students can repeat the entire course in the following semester without enrolling in the course, using instructor time and university resources unnecessarily. The rule is intended to help students who lack only a major quiz, final examination or other work,” not to allow students to freely repeat courses. Additionally, grades of “I” sometimes remain on the students’ records for an extended period of time because the “I” does not roll to “F” if the student does not enroll in the following semester. After discussions with the AOC Deans, it was decided that a deadline before the end of the following semester would require students to complete remaining work in a timely manner, use less instructor time and university resources, and maintain accurate student records.

For incompletes, Compass must use a date driven field to roll all incomplete grades, whether the student was enrolled for the term or not. The AOC dean’s agreed the 50th class day as the deadline for each term for Compass to roll all incompletes from the previous term to an “F.” The 50th class day deadline for completing an incomplete during the spring and fall term sets a deadline in concert with other major academic deadlines including course Q-drop, withdraw from the university, and change KINE 199 grade type.

COMMENTS:

- Approved by the Student Rules and Regulations Committee on 10/17/2008.
- Failed by Faculty Senate on 12/8/2008.
- Approved by Student Rules and Regulations Committee on 8/21/09 and now resubmitting to Faculty Senate.

Date Submitted: 8/17/09
Student Rules and Regulations Committee
Proposal to Revise Rules
Page 4 of 4

(Additions to rules are bolded and underlined, deletions to rules are indicated by strikethrough)

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