

**Faculty Senate Resolution Number** \_\_\_\_\_

**To:** Joe Bertolino, Ed.D., President, Southern Connecticut State  
**From:** University Natalie Starling, Ph.D., President, SCSU Faculty Senate

**The attached Resolution of the Faculty Senate is entitled:**

**RESOLUTION Regarding** \_\_\_\_\_

---

**This Resolution was approved by Faculty Senate on:** \_\_\_\_\_

- This Resolution is presented for APPROVAL  
 This Resolution is presented for INFORMATION

In accordance with the CSU-AAUP Contract (Article 5.10), "When the Senate makes a written recommendation to the President, the President shall acknowledge and respond to the recommendation in writing within fifteen (15) school days of receiving the Senate's recommendation. "

After considering this resolution, please indicate your action on this form and return it to the President of the Faculty Senate.

\_\_\_\_\_  
Natalie Starling, Ph.D., President, Faculty Senate      Date

cc: Robert S. Prezant, Ph.D., Provost and Vice President for Academic Affairs

---

### ACTION OF THE UNIVERSITY PRESIDENT

**Resolution for Approval:**

- Resolution APPROVED  
 Resolution DISAPPROVED (Provide comments below or attach statement)

**Resolution for Information:**

- Resolution NOTED (applies to Informational Resolutions only)

\_\_\_\_\_  
Joe Bertolino, Ed.D., President, SCSU

\_\_\_\_\_  
Date

## Resolution for Revisions to the Incomplete Grade Policy

Whereas, Southern Connecticut State University (SCSU) exists for the primary purpose of furthering academic excellence;

Whereas, The SCSU Faculty Senate is the official representative body of the Academic Faculty;

Whereas, Periodic review and revision to the Incomplete Grade Policy provides clarity for students and faculty; now therefore, be it

*Resolved*, That the existing Incomplete Grade Policy for Undergraduate and Graduate students be revised according to the changes indicated below:

### Incomplete Revision Catalog Language:

<https://catalog.southernct.edu/undergraduate/grades-honors-standing.html>

<https://catalog.southernct.edu/undergraduate/grades-honors-standing.html>

A temporary Incomplete (I) grade is recorded when an instructor grants a student's request for an extension prior to the end of the semester. An Incomplete grade may impact satisfactory academic progress for financial aid and future registration if the incomplete course is a prerequisite. A student must have participated in at least 60% of the term in order to have a temporary Incomplete 'I' grade assigned by the instructor.

The instructor and the student must complete and sign an Incomplete Grade Contract to be submitted to the department chairperson for the course. The instructor will make all course materials available to the student for the duration of the incomplete period. (Note: Instructors should not give an "I" unless the Incomplete has been requested by the student and a contract has been completed.)

The Incomplete Grade Contract shall specify the following:

1. The remaining coursework to be completed by the student.
2. The student submission deadline for the remaining coursework, set in consultation with the student.
3. The Incomplete Final Grade (i.e. the default final grade earned if the remaining coursework is not completed).
4. The Extension Deadline, if earlier than the default 30 days **following the end** of term as indicated by the academic calendar.

When submitting end of semester grades, the instructor shall enter a grade of "I", the Incomplete Final Grade, and the Extension Deadline from the contract.

Prior to the Extension Deadline, the instructor must enter a final grade based on completed work, or an additional extension (I+), by using the Banner Faculty Grade Change form. If no action is taken prior to the deadline, the student will automatically receive the Incomplete Final Grade.