

Faculty Senate Resolution Number _____

To: Joe Bertolino, Ed.D., President, Southern Connecticut State University
From: Deborah Weiss, 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.

Deborah Weiss, 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

**SOUTHERN CONNECTICUT STATE UNIVERSITY
FACULTY SENATE**

RESOLUTION Regarding _____

Unlimited space to insert documents or text here:

Incomplete Grade Contract

Note: Students and faculty should keep a copy for reference.

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. Instructors should not give an "I" unless the Incomplete has been requested by the Student and a contract has been completed. An Incomplete may impact satisfactory academic progress for financial aid and future registration if the incomplete course is a prerequisite. The contract will specify the remaining coursework to be completed by the student and the final grade the student will earn if the remaining work is not completed. The instructor will make all course materials available to the student for the duration of the incomplete period.

STEP 1: STUDENT INFORMATION *(to be completed by Student)*

Student Name: _____ Student ID #: _____ Email: _____@southernct.edu

Semester & Year	Subject	Course #	CRN#	Section

STEP 2: COURSE DETAILS *(to be completed by the Instructor)*

A. Remaining Coursework:

B. Student Submission Deadline: _____

Note: When setting a submission deadline, instructors should consider the time needed to review coursework and submit a final grade. All incomplete grades must be changed by the instructor no later than 30 days after the next fall/spring semester begins, unless the instructor extends the incomplete by submitting a grade of "I+".

C. Incomplete Final Grade: _____

Note: The Incomplete Final Grade is the grade earned if no remaining coursework is completed.

STEP 3: SIGNATURES *(to be completed by the Student and Instructor)*

Student Signature: _____ Date: _____

Note: Create a digital ID with your SCSU email by clicking the signature block above or submit the form from your SCSU email.

Instructor Signature: _____ Date: _____

STEP 4: GRADE SUBMISSION PROCEDURES *(to be completed by the Instructor)*

When submitting end of semester grades, the instructor must:

1. Provide a copy of the signed contract to the student and department chairperson for the course.
2. Enter a grade of "I" on the Banner Web final grade roster.
3. Once the grade roster is submitted in Banner Web, the instructor will be prompted to enter two additional fields:
 - a. Incomplete Final Grade
 - b. Incomplete Extension Deadline
 1. The instructor must submit a Grade Change prior to this deadline (the Final Grade or "I+").
 2. If a Grade Change is not received, the student will receive the Incomplete Final Grade automatically.
 3. The default deadline is 30 days into the next fall or spring semester. Instructors can set an earlier deadline.

Note: Incomplete grades should be resolved as soon as possible following student coursework submission. Unearned credit due to incomplete grades can impact course registration and financial aid eligibility.

To resolve the incomplete grade:

1. If the student submits any or all remaining work, the instructor must submit a final grade change in Banner Web>Faculty Service>Grade Change prior to the Incomplete Extension Deadline.
2. If the student does not submit any work, the Incomplete Final Grade will post to the student's transcript on or after the Extension Deadline. The instructor has no action to take.
3. If the instructor grants the student more time, an "I+" with a new Incomplete Extension Deadline must be submitted by the instructor in Banner Web>Faculty Services>Grade Change.