

10/28/04

Undergraduate Incomplete Policy Implementation Procedures

Effective winter term 2005, undergraduate students will have one calendar year to make up an incomplete mark assigned by a UO faculty member. Failure to make up the Incomplete at the end of one calendar year will result in the mark of "I" automatically changing to a grade of "F" or "N."

The following procedures will be employed by the Registrar's Office for one calendar year to assist in the transition and to inform faculty and students of the new incomplete policy:

1. In week five of the winter term, the Registrar's Office will send an email message to all teaching faculty and GTF's informing them of the definition for assigning an incomplete mark and the policy change of converting an Incomplete to an F for undergraduate students if the work is not completed within one calendar year.
2. In week ten, the Registrar's Office will send faculty an email message informing them when the grading period is available and the deadlines for submission of grades. In addition, a notice about the new incomplete policy will be included in this message. Faculty will be encouraged to develop a contract with the student outlining the requirements and deadlines for making up the incomplete. The contract should be filed in the faculty member's departmental office.
3. After an incomplete mark is assigned, students will be sent an email message during the second week of the next term informing them of the incomplete policy, the deadline for making up the incomplete, and the consequences for not making up the incomplete within the deadline.
4. At the time students apply for graduation, they will be sent an email message indicating that their application was received with a reminder that all incomplete marks must be removed no later than 30 days after the degree is awarded or the incompletes will be converted to an "F" or "N."
5. The Registrar's Office will send departmental staff of all academic departments a reminder each term to process a Banner report that lists all incomplete marks assigned for the department for a given term. In addition, a second report is available which lists all incomplete marks assigned by individual departmental faculty members. These two reports will allow department staff to inform faculty of outstanding incomplete marks and encourage them to contact students who have not made up incompletes.
6. Students who have an Incomplete mark converted to an F will be sent an email message informing them that this action has been taken.
7. After calendar year 2005, step 6 will continue to be implemented, unless the Registrar's Office in consultation with the Undergraduate Council determines that the procedure needs to be revised .

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Office of the Registrar
December 2004

October 28, 2004

To: Ronald Severson, Chair
Undergraduate Council

From: Academic Requirements Committee
Amalia Gladhart (Romance Lang), Chair
Colleen Bell (Lib)
Glenda Utsey (AAA)
Wendy Mitchell (Coll. of Business)
Jim Schombert (Physics)
Hilary Gerdes
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The Academic Requirements Committee requests that the Undergraduate Council consider a modification to the Multicultural Requirement in the area of International Cultures. We have received a number of petitions asking that work completed in overseas studies programs be counted as fulfilling the IC category of the Multicultural Requirement. Our committee has often found the petitions to have merit, given that courses on the culture, language, and history of another country, completed in residence in the country studied, seem clearly to fulfill the intention of the IC portion of the Multicultural Requirement. However, we are uncomfortable approving such requests on a case by case basis, as there might be many students eligible for such an exception who do not petition. We ask that the Undergraduate Council consider how the requirement might be modified to account for overseas study.