



UNIVERSITY OF SOUTH CAROLINA

COLUMBIA, S.C. 29208

FACULTY OF THE UNIVERSITY

Office of the Secretary
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RECOMMENDATION

TO: Faculty Senate

FROM: Grade Change Committee

Sallie Boggs, Chair
Joseph Byrd
Lucile Charlebois
Gail Dickson
John Lopiccolo

DATE: November 3, 1993

RE: Proposed Change In Assignment of Incomplete Grade Form

Many Incompletes are administratively converted to F's after one year because the Registrar's Office is not notified by the professor of a make-up grade. After the conversions take place, the Grade Change Committee receives numerous requests to change the F's to other grades.

The Grade Change Committee has been working closely with the Registrar to address this problem. The Registrar's Office has agreed to notify in writing all undergraduates who have I's assigned before the I's are administratively converted. In addition, the Committee is seeking the Senate's approval of a modified "Assignment of Incomplete Grade" form.

CURRENT FORMAT: The current format does not allow the professor to indicate a grade that would be assigned if the student fails to complete the outstanding work. Therefore, at the end of the deadline, the I is administratively changed to an F, regardless of the grade the student would have received if the work were not completed.

PROPOSED FORMAT: The proposed format would allow the professor the flexibility of assigning a "back-up" grade on the "Assignment of Incomplete" form. This grade would be substituted for the I when the deadline for completion occurs and would be computed as the grade the student would earn if the make-up work were not completed.

Appro

This proposed change does not remove the professor's option of failing a student who does not complete the course requirements; it simply provides the professor the option of assigning whatever grade the student earns if he/she does not complete the course work.

The purposes of the proposed change in format are two-fold:

(1) to increase the professor's grading options and reduce the related paperwork in the assignment of incomplete grades.

(2) to reduce the number of grade change requests that come before the Committee and the Senate when a student's lack of completion of the remaining course work does not warrant assignment of an F in the course.

This proposed change in format has been reviewed and approved by the Registrar.