

ATTACHMENT 4.

REPORT OF THE SCHOLASTIC STANDARDS
AND PETITIONS COMMITTEE

Approved

(1) Academic Advisement

The Committee recommends inclusion of the following statement in the University Bulletin:

"When students are accepted into the University they are assigned an Academic Advisor. Students are expected to arrange to meet with their advisor at least once a semester to plan their course of study for the following semester. Students who do not know their assigned advisor should obtain this information from the Academic Dean of their College.

Information, advice and interpretations of University policies offered by advisors do not supersede the official statement of policies and Academic Regulations described in the University Bulletin. Exceptions to University Regulations cannot be made by academic advisors. Any exceptions to the Policies and regulations set forth in the University Bulletin must be made by the appropriate College Scholastic Standards and Petitions Committee or by the Dean of the College.

While advisors often maintain records and files on their advisees these files do not constitute official University records. Official student records on all matters are maintained by the Dean or Academic Dean of the respective College and by the University registrar and Office of Student Records."

(2) New and Revised Administrative Forms

*or to Director of
Undeclared Majors*

(a) Administrative Personnel are asked to discuss the development of new and/or revised administrative forms with the appropriate Scholastic Standards and Petitions Committee. If the new form or the revision of an existing form implies a change in academic policy the form should be sent to the appropriate Scholastic Standards and Petitions Committee for review and approval.

Approved

(b) Form for the Assignment of an Incomplete Grade (attached).

- i) The Committee recommends the use of the form for recording a grade of Incomplete.
- ii) The completed form must be submitted by faculty when final grade rolls are submitted.

iii) ~~The "Make-up Grade for an Incomplete" will not be accepted by the Registrar if the form for the assignment of an Incomplete Grade is not on file.~~

- Deleted

iv) The Committee recommends the required use of the form beginning spring semester 1981.

Approved

(c) For for Application for Independent Study or Internship Contract *recommended*

i) The Committee recommends the required use of the form beginning in spring semester, 1981.

ii) The completed form must be filed prior to registration.

(3) Grade of Incomplete

Current statement concerning the grade of Incomplete.

I, incomplete, indicates satisfactory attendance and performance, but failure to complete some portion of the assigned work in a course. By arrangement with the instructor, the student will have 12 months in which to complete the work before a permanent grade is recorded. After one year a grade of I may be changed to another symbol only if it was recorded erroneously.

up to

The Committee recommends the last sentence be deleted and the following substitution be made:

The grade of "I" is computed as a grade of "F" in calculating students' Grade Point Ratios. After 12 months a grade of "I" will be permanently changed to a grade of "F".

The Committee recommends the implementation of the policy in spring semester, 1981.