May 11, 2004

TO: Lowell Bowditch  
Classics Department and President, University Senate

FROM: Deborah Baumgold  
Political Science and Chair, Undergraduate Council

RE: Motion on the Use of the Mark of Incomplete

At our meeting on April 27th, the Undergraduate Council passed the following motion, which we submit for consideration by the Senate next fall.

Motion

We propose the following change in University policy governing the mark of Incomplete for undergraduates.

1. Marks of “I” awarded to undergraduate students Winter 2004 and beyond must be removed within one calendar year of the end of the term in which the course was taken. Failure to complete the course by the deadline will result in the mark of “I” automatically changing to a grade of “F” or “N.”

2. Marks of “I” for undergraduate students who are graduating must be removed no later than 30 days after the degree is awarded. Failure to complete the course by the 30-day deadline will result in the mark of “I” automatically changing to a grade of “F” or “N.”

Background to the Motion

Current Policy: “I” is an instructor-initiated mark. A mark of “I” may be reported only when the quality of work is satisfactory but a minor but essential requirement of the course has not been completed for reasons acceptable to the instructor. To remove an incomplete, an undergraduate student must complete the required work within the next four terms of residence at the university or, if absent from campus, no later than three calendar years after the incomplete was awarded, or at such earlier date as the instructor, dean, or department head specifies. The current policy has been in effect since March 1978.

A recent survey of AAU institutions indicated that:

- The vast majority of AAU universities impose a deadline for removal of incompletes.
• Most AAU universities have a much shorter period for making up the incomplete than does UO, from four weeks to one semester.
• Most AAU universities change marks of “I” to grades of “F” after that period.

The proposed policy states a maximum period of time for resolution of “I”s. It does not alter the authority (under the present policy) of an instructor, dean, or department head to set a shorter period.