

The GRC recommends that the following change be added to R&P 3.27.2 based on the discussion in the GRC on February 13, 2007, the discussion at the March Lehigh faculty meeting, and the subsequent discussion of the GRC on March 27, 2007:

Change the sentence “Graduate student incomplete course grades which are not removed remain as N grades on the student’s record” to:

Graduate student incomplete course grades that are not removed remain as N or N(grade) on the student record for one year. After one year, the N grade will be converted to an F and the N(grade) will be converted to the parenthetical letter grade. Incomplete grades may be extended an additional year with approval of the course instructor and the graduate coordinator. After two years, outstanding incomplete grades would be converted to the parenthetical mark. Past two years, students could appeal to the Committee on Standing of Graduate Students (SOGS) with a timeline and plan for completion.

Revised 3.27.2 would now read:

### **3.27.2 Incomplete (N grade)**

The N grade is defined as in section 3.8.2 except that parenthetical grades are not required for thesis or research courses and graduate students have a calendar year to remove course incomplete grades unless an earlier deadline is specified by the instructor. Graduate student incomplete course grades that are not removed remain as N or N(grade) on the student record for one year. After one year, the N grade will be converted to an F and the N(grade) will be converted to the parenthetical letter grade. Incomplete grades may be extended an additional year with approval of the course instructor and the graduate coordinator. After two years, outstanding incomplete grades would be converted to the parenthetical mark. Past two years, students could appeal to the Committee on Standing of Graduate Students (SOGS) with a timeline and plan for completion. Thesis or research project N grades may remain beyond one year until the work is completed.

#### **Rationale:**

Numerous N grades remaining on some graduate student transcripts for many years and are never resolved. Currently, incomplete marks stay on students’ transcripts indefinitely.

Incompletes may be being used by instructors to avoid assigning failing marks to students.

Graduate course work, originally scheduled to be completed in one semester should expected to be completed in a finite amount of time. One year plus an additional year by petition was considered by the GRC to be a reasonable amount of time for completing the work originally planned for a semester period.

In graduate programs with a “4 C” rule, the meaning of a student’s record of 3 C’s and one incomplete N grade is difficult to interpret for a program director’s decision on “continuing competency,” which could result in the student’s dismissal.

Students currently with three N(F) grades on an academic transcript in a graduate program for over a year or after a sufficient amount of time to complete graduate course work are currently in good academic standing. Under the revised 3.27.2, after a sufficient amount of time has been granted to a student to complete the graduate student course work, a student with three N(F) grades would be converted to three F grades. This conversion would display a more accurate picture of the true academic standing of the student in a graduate program.

The proposed incomplete policy would go into effect Fall 2007.

Past incompletes will not be affected.

Thesis or research project N grades may still remain beyond one year until the work is completed. No change in this policy.