

## PROPOSED CATALOG TEXT REVISION

(page 40, 2006-07 UG Catalog)

**Information in red submitted by Registrar and approved at CAA: 10-19-06**

**Information in blue approved by Faculty Senate: 04-09-07**

An instructor **may** assign a grade of “I” if the instructor believes that the student has been unable to complete the course on time because of unavoidable conditions ~~and the student has already completed at least 70% of the course requirements.~~ **A Request for an Incomplete Grade contract must be approved and received by the Registrar’s Office no later than the 30 days after the semester deadline for final grade submission.** Any student receiving a grade of “I” must coordinate with the instructor to satisfy all outstanding coursework for the course. Students should not register to repeat the course in a subsequent term. Once outstanding requirements for the course are satisfied, the instructor will process a change of grade converting the “I” to a letter grade. The deadline for the grade change is the last day of class of the next full-length (i.e., fall or spring) term. Once this deadline has passed, the “I” becomes an “F”.

~~If, due to extenuating circumstances, a student is unable to complete the contracted coursework to fulfill the incomplete course by the established timeline, the student has the option of requesting a one-time, one semester extension to the incomplete deadline. This request is initiated through the Registrar’s Office and requires the endorsement of the instructor and department chair and the approval of the college dean.~~ The student must initiate the request through the instructor before the established deadline. **Approval of an extension of an incomplete grade is not automatic and depends on the student’s unique circumstances.**

**A degree cannot be awarded to a student with an incomplete EKU course on his/her record. Any student who is a pending graduate with an unresolved incomplete (“I” or “IP”) grade will be given the choice of accepting an “F” for the course (or “NC” for courses with previous IP grades) or being deferred to the next term for graduation consideration.**

## PROPOSED ADDITION TO CATALOG TEXT

(Page 46, 2006-07 UG Catalog)

Add the following stipulation to the list of comprehensive requirements for baccalaureate degrees:

**10. Complete all EKU coursework with a final grade. Any student who is a pending graduate with an unresolved incomplete (“I” or “IP”) grade (or “NC” for courses with previous IP grades) will be given the choice of accepting an “F” for the course or being deferred to the next term for graduation consideration.**