

Admissions and Academic Affairs Committee
2005-06
Minutes
November 16, 2005

Time: 9:00-10:00 am
Place: 200C Whitewater

Present:

Markus Pomper, NSM, Chair
Denise Bullock, BSS
Greg Barton, HFA
Lora Baldwin, Library

Absent

Cheryl Stolle, Education
Michele Curry, Nursing
Margaret Thomas Evans, HFA

The committee met to discuss the outcome of the grading survey. The committee feels that all instructors should be given clear instructions when to assign non-standard grades. This should be done preferably during faculty orientation. Members of the committee suggested that these instructions should include both the policy and several examples that illustrate the circumstances under which such a grade is appropriate.

Regarding grades of Incomplete:

Two policies are governing the use of Incomplete grades: One University wide policy and one IU East policy. The University policy specifies that Incomplete grades may be assigned if undue hardship prevents the student from completing the course in the original period for completing the material. The IU East policy states that Incomplete grades may be assigned only if a terminal aspect of the course is missing.

The committee found that – based on the outcome of the survey – most faculty are aware of the circumstances under which a grade of Incomplete may be awarded. It appears that, in cases of unusual circumstances, the faculty would like to have the ability to assign the grade of I, even if it is not only a “terminal aspect” of the course that is missing. Because the UFC policy does not specify that a terminal aspect of the course is missing, IU East could adopt a policy that would allow for such an exception. The committee recommends that this exception should be reviewed at the Division Chair or Vice Chancellor level.

The committee further found that Indiana University East currently not in compliance with another aspect of the UFC Incomplete policy. This policy states that Records of Incomplete grades should be kept at the Department office and should include (among

other items) “*an adequate guide for removal of the incomplete grade (with a suggested final grade)*”, which is to be used in the event of departure or extended absence of the instructor from the campus. Currently, the Incomplete report does not require the instructor to provide the student’s current grade, nor does it require an outline of the work that must be completed. The committee finds that the form should be revised as follows: It should have the UFC and/or IU East policy on the reverse; it should list the student’s name and ID, the course and section number; the reason for the incomplete; the current course grade (must be of passing quality); a description and the relative weight of the remaining course work.

Grades on FN and FNN

The committee recommends that the faculty assign the grades FN and FNN uniformly. The review of the questionnaire showed that approximately 1/3 of the faculty would assign an F in a case where an FN would be appropriate. The committee suggests a clarification of the FN/FNN grades as follows:

1. The grade of FNN is assigned if the student would receive an F and never attended class.
2. The grade of FN is assigned if the student would receive an F and
 - a. The student did quit attending classes (in this case, the last day of attendance would be recorded with the FN); OR
 - b. The student attended sporadically and the student failed because of the lack of attendance and/or completion of assignments. (In this case, the last date of attendance may be the last day of the semester).

Some members of the committee were opposed to 2.b and it was agreed to propose this definition for discussion to the faculty senate.

In addition, the committee suggests that every syllabus should contain the following statement: “Non-attendance will be reported to the Office of Financial Aid and may result in termination of your financial support.” (This statement still needs to be cleared with Financial Aid.)

In order to prepare for the next meeting, Markus will obtain data regarding non-completion of I grades.