

College of Humanities, Arts, and Social Sciences
Alicia Arrizón, Associate Dean, CHASS Student Academic Affairs
José Beruvides, Director of Academic Advising, CHASS Student Academic Affairs

REPORT TO THE RIVERSIDE DIVISION
May 29, 2018

To Be Adopted

Proposed Changes to Riverside Regulations R1.4, R1.4.1, R1.4.2

PRESENT:

R1.4 The grade I (incomplete) ~~denotes that a student's work was of passing quality but incomplete for good cause.~~ Subject to the provisions of R1.4.2, units are not charged and grade points are not assigned for I grades. The grade I can be replaced as follows:

R1.4.1 Subject to time limitations stated in R1.4.2 and upon completion of the required work, as specified by the instructor, the grade I shall be replaced by a grade A to F or S/NC.

R1.4.2 When a course graded I has not been successfully completed within one additional quarter, it will be replaced by a grade of F or by NC if the course was undertaken on an S/NC basis. ~~In the case of a graduating senior an I grade will automatically be recorded as an F or NC. Before a grade of I lapses into a grade of F or NC, the appropriate Dean may extend time for successful completion when he considers that circumstances warrant it. (Am 5 May 77)~~

PROPOSED:

R1.4 The grade I (incomplete) may be assigned at the instructor's discretion when a student – due to illness or other unforeseen factors – is unable to satisfy course requirements by the end of the academic term. When a grade of I is assigned, the instructor will apprise the student of the remaining assignments and provide a timeline, which may not extend beyond the end of the following quarter, for completion of the missing work. At the time of the incomplete, the student's grade on completed assignments must be of passing quality. If the student needs to repeat the course the student should not be assigned an incomplete. Subject to the provisions of R1.4.2, units are not charged and grade points are not assigned for I grades. The grade I can be replaced as follows:

R1.4.1 Subject to time limitations stated in R1.4.2 and upon completion of the required work, as specified by the instructor, the grade I shall be replaced by a grade of A to F or S/NC, depending on the original grading basis.

R1.4.2 When a course graded I has not been successfully completed within one additional quarter, it will be replaced by a grade of F or by NC if the course was undertaken on an S/NC basis. The grade of F or NC will remain unless a change of grade is submitted by the instructor. In the case of a graduating senior, an I grade will be recorded as an F or NC upon conferral of the degree.

Statement of Purpose and Effect:

The proposed changes more fully describe the circumstances under which a student would request, and a faculty member grant, a grade of incomplete. The revised language aims to reduce any confusion about a student's responsibility regarding the completion of a course graded incomplete. By removing the option to extend the incomplete, the revised regulations give students greater motivation to complete the course within the one-quarter timeframe or risk being assigned the F grade. Once the F grade is assigned, it will be at the discretion of the instructor to allow the student to complete any outstanding course requirements for a new grade. Eliminating the incomplete extension also eliminates the petition and College office approval process that must occur before an instructor's submission of a change of grade will be entered by the Registrar's office. The instructor will be able to submit the change of grade form without impediment so that the student's transcript is updated promptly. Incomplete grades can be especially troublesome in the student's graduation quarter and can sometimes lead to delays in graduation. The proposed regulations will simplify the resolution of incomplete grades, which aligns with the Chancellor's recent charge to streamline and expedite the degree conferral process.

Revised Submission by Alicia Arrizón, Associate Dean and José Beruvides

4/16/2018

Approvals

Approved by the College of Humanities, Arts, and Social Sciences Executive Committee: 4/18/2018

The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate:

May 18, 2018

Received by Executive Council:

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First Round Review of Proposed Changes to Senate Regulations R1.4,
R1.4.1, R1.4.2 (Grading System)
Provided for reference.

College of Humanities, Arts, and Social Sciences
Alicia Arrizón, Associate Dean, CHASS Student Academic Affairs
José Beruvides, Director of Academic Advising, CHASS Student Academic Affairs

REPORT TO THE RIVERSIDE DIVISION
February 27, 2018

To Be Adopted

Proposed Changes on the Riverside Regulations R1.4, R1.4.1, R1.4.2

PRESENT

R1.4 The grade I (incomplete) ~~denotes that a student's work was of passing quality but incomplete for good cause.~~ Subject to the provisions of R1.4.2, units are not charged and grade points are not assigned for I grades. The grade I can be replaced as follows:

R1.4.1 Subject to time limitations stated in R1.4.2 and upon completion of the required work, as specified by the instructor, the grade I shall be replaced by a grade A to F or S/NC.

R1.4.2 When a course graded I has not been successfully completed within one additional quarter, it will be replaced by a grade of F or by NC if the course was undertaken on an S/NC basis. ~~In the case of a graduating senior an I grade will automatically be recorded as an F or NC. Before a grade of I lapses into a grade of F or NC, the appropriate Dean may extend time for successful completion when he considers that circumstances warrant it. (Am 5 May 77)~~

PROPOSED

R1.4 The grade I (incomplete) may be assigned at the instructor's discretion when a student – due to illness or other unforeseen factors – is unable to satisfy course requirements by the end of the academic term. When a grade of I is assigned, the instructor will apprise the student of the remaining assignments and the timeline for completion of the missing work. At the time of the incomplete, the work must be of passing quality. If the student needs to repeat the course the student should not be assigned an incomplete. Subject to the provisions of R1.4.2, units are not charged and grade points are not assigned for I grades. The grade I can be replaced as follows:

R1.4.1 Subject to time limitations stated in R1.4.2 and upon completion of the required work, as specified by the instructor, the grade I shall be replaced by a grade of A to F or S/NC, depending on the original grading basis.

R1.4.2 When a course graded I has not been successfully completed within one additional quarter, it will be replaced by a grade of F or by NC if the course was undertaken on an S/NC basis. The grade of F or NC will remain unless a change of grade is submitted by the instructor. In the case of a graduating senior, an I grade will be recorded as an F or NC upon conferral of the degree.

Statement of Purpose and Effect:

The proposed changes more fully describe the circumstances under which a student would request, and a faculty member grant, a grade of incomplete. The revised language aims to reduce any confusion about a student's responsibility regarding the completion of a course graded incomplete. By removing the option to extend the incomplete, the revised regulations give students greater motivation to complete the course within the one-quarter timeframe or risk being assigned the F grade. Once the F grade is assigned, it will be at the discretion of the instructor to allow the student to complete any outstanding course requirements for a new grade. Eliminating the incomplete extension also eliminates the petition and College office approval process that must occur before an instructor's submission of a change of grade will be entered by the Registrar's office. The instructor will be able to submit the change of grade form without impediment so that the student's transcript is updated promptly. Incomplete grades can be especially troublesome in the student's graduation quarter and can sometimes lead to delays in graduation. The proposed regulations will simplify the resolution of incomplete grades, which aligns with the Chancellor's recent charge to streamline and expedite the degree conferral process.

Submitted by Alicia Arrizón, Associate Dean and José Beruvides 1/5/2018

Approvals

Approved by the College of Humanities, Arts, and Social Sciences Executive Committee: 1/17/18

Approved by the Faculty of the College of Humanities, Arts, and Social Sciences: 1/17/18

The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate:

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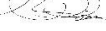
Received by Executive Council:

(leave blank)



February 22, 2018

To: Dylan Rodríguez, Chair
Riverside Division

From: Tim Paine, Chair 
Committee on Educational Policy

Re: Proposed Changes to Riverside Regulations R1.4, R1.4.1, and R1.4.2


The Committee on Educational Policy reviewed the proposed changes to Riverside Regulations R1.4, R1.4.1, and R1.4.2 and are supportive of the proposed changes.

The Committee did note concerns with the proposed changes to R1.4 and recommended that several revisions be made to clarify the regulation. The Committee recommends that the following sentence be revised to include the underlined text: "When a grade of I is assigned, the instructor will apprise the student of the remaining assignments and provide a timeline, which may not extend beyond the end of the following quarter, for completion of the missing work". Additionally, the Committee recommends that the following sentence be revised to include the underlined text so that it is clear what the "work" refers to: "At the time of the incomplete, the work the student's grade on completed assignments must be of passing quality"



February 20, 2018

To: Dylan Rodríguez, Chair
Riverside Division

From: Wee Liang Gan, Chair 
Committee on Courses

Re: Proposed Changes to Riverside Regulations R1.4, R1.4.1, and R1.4.2

The Committee on Courses reviewed the proposed changes to Riverside Regulations R1.4, R1.4.1, and R1.4.2 and were generally supportive of the proposed changes.

The Committee does recommend that the second to last sentence of regulation R1.4 be amended with the underlined words so that it states: "At the time of the incomplete **grade assignment**, the work **completed to that point** must be of passing quality." This recommended change would provide greater clarity.

Additionally, the Committee noted concern with regulation R1.4.1 as it is in the passive voice, which makes the regulation unclear as to who replaces the grade and who decides what the grade should be. To clarify the Regulation the Committee recommends that it be revised with the underlined words to provide more clarity: "Subject to the time limitations stated in R1.4.2 and upon completion of the required work, as specified by the instructor, **the instructor shall submit a grade change form to replace the I grade with** a grade of A to F or S/NC, depending on the original grading basis." This change would also protect students in cases when an instructor is on leave or no longer employed and does not submit the grade. The Committee's suggested change to the Regulation would clarify that it is the instructor's responsibility to submit a grade change so that students would have recourse in the case of absent instructors.

The Committee also noted concern with the proposed new language in regulation R1.4.2 as it could be interpreted that instructors can change a grade at any time before graduation after an incomplete is awarded, including after it is has changed to a F. This proposed change could affect students who drop out of UCR and then reapply several years later who may still have I to F grades on their transcripts. With the proposed regulation change, the Committee questions if these students will be able to ask instructors to consider work in completion of the Incomplete? The Committee noted concern that this might lead to inconsistent application and possible lack of fairness if there is no guidance on when very late grade changes might be possible.



Graduate Council

February 16, 2018

To: Dylan Rodriguez, Chair
Riverside Division

From: Christiane Weirauch, Chair
Graduate Council

A handwritten signature in black ink, appearing to read "Christiane Weirauch".

Re: [Campus Review] Regulation Change: Proposed Changes to Riverside Division
Regulations R1.4, R1.4.1, R1.4.2

The Graduate Council reviewed the proposed revisions to Regulations R1.4, R1.4.1, and R1.4.2 at their February 15, 2018 meeting. The Council did not have concerns with the revised language and was supportive of the changes being proposed.

UC RIVERSIDE UNIVERSITY OF CALIFORNIA | **Academic Senate**
COMMITTEE ON RULES AND JURISDICTION

February 8, 2018

To: Dylan Rodríguez, Chair
Riverside Division

From: Kambiz Vafai 
Chair, Committee on Rules and Jurisdiction

Re: Campus Review-Regulation Change-Proposed Changes to Riverside
Division Regulations R1.4, R1.4.1, R1.4.2

The Committee on Rules and Jurisdiction reviewed the proposed changes to Riverside Division Regulations R1.4, R1.4.1, R1.4.2.

Although these changes do not violate the code of the Academic Senate, the Committee recommends the proposed R1.4 retain the first sentence in the present R1.4: “The grade I (incomplete) denotes that a student’s work was of passing quality but incomplete for good cause”, or place it more prominently, near the head of the paragraph, as in the present version. This first sentence gives an important definition and overview of the purpose of the grade I. Without that first sentence, the proposed regulation potentially is confusing.



February 21, 2018

To: Dylan Rodriguez, Chair
Riverside Division

From: Ward Beyermann, Chair, Executive Committee
College of Natural and Agricultural Science

Re: Campus Review: Proposed Charges to Riverside Division Regulations R1.4, R1.4.1
and R1.4.2

The CNAS Executive Committee discussed the proposed changes to Riverside Division Regulation R1.4, R1.4.1 and R1.4.2 at its February 20, 2018 meeting. Two major concerns were brought up during our discussion. First, requests for extensions come from both faculty and students, and while these requests are rare, they are usually well justified. A good example of this is when a faculty member is unavailable in the following quarter because they are on sabbatical leave, possibly engaged in field work at a remote location. A student sometimes requests an incomplete for medical reasons, and when this issue is severe, a student's convalescence can last longer than a single quarter. We recommend modifying the regulation to allow extensions, and since these requests can come from the instructor, the student or a counselor, the Divisional Dean for Student Affairs is in the best position to adjudicate these requests.

The second concern is that this regulation should address the rare occasion when the instructor on record is permanently unavailable to resolve an incomplete. This can occur when the class is taught by a visiting instructor or in the unfortunate situation where the faculty member is no longer employed by the University. Under these circumstances, the responsibility for resolving the incomplete should fall to the Department Chair or the Program Director.

The committee believes the regulation should anticipate and be able to respond to these unlikely events, and because they are so rare, we believe this flexibility will not have a noticeable impact on graduation rates.

Yours sincerely,

A handwritten signature in black ink that reads "Ward Beyermann". The signature is written in a cursive style with a long, sweeping underline.

Ward Beyermann, Chair
CNAS Executive Committee

MEMORANDUM

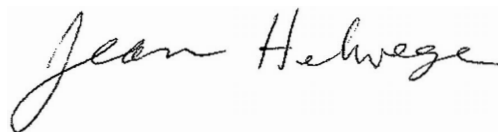
DATE: February 8, 2018

TO: Dylan Rodriguez, Chair
Riverside Division of Academic Senate

FROM: Jean Helwege, Chair
School of Business Executive Committee

Re: Proposed Changes to Regulations to R1.4, R1.4.1 and R1.4.2

The Executive Committee of the School of Business has reviewed the proposal. The committee supports the changes.



Jean Helwege, Chair
School of Business Executive Committee

TO: Dylan Rodriguez, Chair
Riverside Division

FR: Kurt Schwabe, Chair 
Executive Committee, School of Public Policy

RE: Re: [Campus Review] Regulation Change: Proposed Changes to Riverside
Division Regulations R1.4, R1.4.1, R1.4.2

Date: February 16, 2018

The Executive Committee of the School of Public Policy is supportive of these regulatory changes that add clarity to use of an incomplete letter grade.