



May 25, 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 (2<sup>nd</sup> Round)

The CNAS Executive Committee discussed the revised proposal to change Riverside Division Regulation R1.4, R1.4.1 and R1.4.2 at its May 22, 2018 meeting. It appears that despite our concerns with the first proposal, little was changed. To reiterate, we have two important issues with this proposed regulation. First, a set timeline lacks the flexibility that is occasionally needed when students are unable to complete a course while in good standing. Sometime the circumstances that disrupt the student's progress have ramifications that exceed a single quarter, for example with serious medical problems. Other exceptional cases may involve faculty being on sabbatical leave the following term, possibly at a remote location. With the proposed regulation, the only outcome in this situation is for the incomplete to lapse into a Fail, and then at a later time when the work is completed, the instructor can replace the Fail with the appropriate grade. Having a Fail on the transcript is not an accurate representation of the student's performance in the class, and this can have negative consequences for the student, such as with financial aid. Also, the Fail is considered a term grade, and changing this for any reason other than a clerical or procedural error seems to violate Senate Regulation 1.7. A mechanism is still needed to allow an extension for these rare occurrences, and because they are so infrequent, providing for these exceptions will have an insignificant impact on graduation rates. Again, 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 Academic Affairs in the student's college is in the best position to adjudicate these requests.

We also suggested modifying the regulation to give the Department Chair or Program Director of the unit offering the course the authority to resolve incompletes when the instructor of record is permanently unavailable. 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.

Yours sincerely,

A handwritten signature in cursive script that reads "Ward Beyermann". The signature is written in black ink and includes a long, sweeping horizontal flourish at the end.

Ward Beyermann, Chair  
CNAS Executive Committee