



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 cursive script that reads "Ward Beyermann".

Ward Beyermann, Chair
CNAS Executive Committee