

Dear Colleagues,

There has been some confusion about several CCAS policies and procedures, with the result that students have come to us for things that don't exist, or because they are caught in Catch 22 situations not of their own making. To help them, us, and you, I'm writing to clarify some of these procedures.

This note will also be published on the Digital Shelf so that you can refer to it should you need to in the future.

CHANGE OF GRADE FORMS: Change of grade forms are available in the academic departments. Administrative staff should keep a supply on hand. When completed, they should be brought personally by the faculty member or the Department secretary to Phillips 107. They are NOT to be taken to the Registrar's Office, and, obviously, they are not to be given to the student to deliver.

INCOMPLETES: The notation "I" is given when a student is unable to complete all of the assignments in a course within the limits of the semester because of unexpected and serious illness or family emergency. Incomplete grades (I) are to be negotiated between the instructor and the student, using the INCOMPLETE CONTRACT FORM which will be available from our office before the end of this semester. The "I" is to be used only if the student's prior performance and class attendance in the course has been satisfactory. Grades of "I" turn to F automatically if not changed within one year from the last day of final exams in the semester in which the "I" was assigned. The "I" designation cannot be removed from the transcript. Changed grades will appear as I plus the grade assigned. "I" notations that are not changed within that time period will appear as IF. Under extraordinary circumstances and with the approval of the instructor granting the "I", student may petition the Undergraduate Dean to extend the time period for completing work originally granted an "I."

COMPLETION OF WORK: In the past, students have been told that they may complete a course by registering for or sitting in on another section of the same course in a subsequent semester. This practice is contrary to CCAS policy, and can cause significant difficulties for students and departments. Consequently, incompletes are to be used only when SPECIFIC ASSIGNMENTS cannot be completed in a timely manner. They should not be used to effectually allow the student to repeat a course.

SICK NOTES: When CCAS students encounter an illness or family emergency that necessitates their missing more than three consecutive class meetings, they may bring documentation to our office and we will notify their faculty that they have presented us with documentation for their absence. Faculty are asked to provide appropriate accommodation, the nature of which is left to the individual faculty member. The note from our office is not a validation of the student's excuse, but a convenience for the student so that only one document needs to be produced. Please note that we will send this memo ONLY if the student will be missing three or more class meetings.

GCR FOREIGN LANGUAGE/CULTURE SUBSTITUTIONS: Petitions to make a substitution to the GCR requirements in foreign language or culture require a signature from the chair or undergraduate coordinator of the department in which the substitute course would normally reside. A notice about this is posted on the digital shelf and has been sent under separate cover.

If you have any questions about any of this, please feel free to call or e-mail.

Katherine

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