

## Overview of Registrar's Response to Initial I Mark Proposal, December 1, 2014

These notes represent a summary of the discussion that occurred between the Marks Ad Hoc Committee Chair, Patrick O'Connor, and Registrar Steve Linden. These notes are provided as background information for the proposals that follow:

1. The entire I mark contract should become a drop down screen on OCC's grading program, where all faculty would have to complete all parts of the I contract, including the work needed to be completed, and the date the work must be submitted. **Agreed.** This may not happen immediately, but it is an important step forward.
2. The college will send an e-mail to the student and the instructor, outlining the conditions of the I mark, and reminding the student that an I mark can impact their eligibility for financial aid, and any I mark precludes the student from receiving a degree or certificate from OCC until it's resolved. **Agreed.**
3. Instructors can assign a default grade other than the college's new default grade of F. **Agreed, since this is already an option.** Faculty already have this right, and should take greater advantage of it. To implement this option, faculty simply need to complete a Change of Grade form; this procedure would be maintained. This allows the faculty to enter any grade, including a WS, for a student who walks away from an Incomplete.
4. The college can change the default time for completion of an I mark to the end of the next major semester, but faculty can still choose to give students up to one year to complete an I mark. **Disagree.** The college feels that a year leads to excessive problems students don't anticipate, since Unresolved I marks create open-ended records that negatively affect graduation processing, financial aid processing, prerequisite verification, academic planning, etc.

In addition, the Registrar and the Chair of the Committee discussed these points:

5. Students are already not allowed to complete an I mark by taking the course over again without paying for it. This is in conflict with the college's liability policy that allows only registered students to attend a class. As a result, the liability policy does not allow this option for students earning I marks. Since the liability policy is beyond the scope of the Committee's charge, no change to this policy can be made by the committee.
6. I marks should not be given to students who stop coming to class any time before the drop date of the course. **No resolution.** The current unofficial guideline used by many faculty is that the student must have completed 80% of the work with a C or better to be eligible for an I mark. Many other options exist for students who stop attending class earlier than the drop date due to medical emergency (drop and request a 50% refund) or personal circumstances (drop and request a refund from the Dean). The college's perspective is that an I mark should only be used when a student misses the final few elements of the class; limiting I marks to students who complete 80% of the class achieves that goal.

## Proposal 1

### Recommendations of the Ad Hoc Marks Committee

After reviewing the notes of discussions from Campus Senate meetings, and the discussion with the Registrar, the committee recommends the following guidelines and procedures for the assignment of I marks, starting with the 2015-16 Academic Year:

1. Faculty have the option of assigning I marks, but are not required to do so.
2. As a guideline, students should only be considered eligible for an I mark when the student has completed 70% of the graded work in a class, and is earning a C or better in the coursework that has been completed at the time the I mark is requested.
3. When assigning an I mark, the faculty member must complete an Incomplete Contract, which must include:
  - a. A detailed explanation of the work the student must complete
  - b. A date by which all work must be received by the teacher.
4. Due to the college's liability policy, faculty may not allow the student to complete an I mark by taking the course over again without paying for it.
5. The faculty member must submit a Change of Grade form within 5 business days after the due date of the material, indicating the final grade the student has earned in the course. If this form is not submitted on time, the student will earn a default grade of F in the course.
6. The college will send an e-mail to both the faculty member and the student, outlining the conditions of the I mark, reminding the student that an I mark can impact their eligibility for financial aid, and reiterating that any I mark precludes the student from receiving a degree or certificate from OCC until the I mark is resolved.
7. The college will immediately pursue development of a drop down screen in the college grading program that would allow the Incomplete Contract to be filed online.

This proposal will be voted on at the College Senate in January, 2015.

## Proposal 2

### Recommendations of the Ad Hoc Marks Committee

After vigorous discussion, the committee was split over the maximum time period a faculty member could give a student to resolve an Incomplete. As a result, Campus Senates are asked to review both options, so that one can be adopted at the January, 2015, College Senate Meeting

#### Option A

Faculty may assign any period of time for the student to complete the assigned work described on the Incomplete Contract, as long as that period of time does not go past the last day of classes for the next major semester at the college. This means:

**The Latest Day for Resolution  
of an I mark in a class meeting**  
Fall semester

**Would be the last day of**  
The next Winter semester

Winter semester

The next Fall semester

Summer semester

The next Fall semester

If the faculty member does not assign a completion date, the college will assign the last day of classes for the next major semester as the default option.

#### Option B

Faculty may assign any period of time for the student to complete the assigned work described on the Incomplete Contract, as long as that period of time does not exceed 52 weeks. If the faculty member does not assign a completion date, the college will assign the last day of classes for the next major semester as the default option. That would mean:

**The Last Day for Resolution  
of an I mark in a class meeting**  
Fall semester

**Would be the last day of**  
The next Winter semester

Winter semester

The next Fall semester

Summer semester

The next Fall semester