

ACADEMIC COUNCIL

ACADEMIC COUNCIL POLICY RECOMMENDATION #F70-15

At its meeting of January 14, 1971, the Academic Council approved the following amendments to Policy #F68-22 on Incompletes, as presented by Richard Whitlock of the Curriculum Committee.

Incompletes

General Catalog, page 59

Definition of an Incomplete. An Inc., when recorded, is not a qualitative grade. Rather, it is a symbol which means: "This student, for reasons beyond his control, was not able to complete the course by the end of the term, but had satisfactorily completed all but the last one-fourth of it at a level of "D" or better and can be expected to finish without having to re-enroll in it."

An Inc., not being a grade, is not used in computing a grade-point average.

Establishing a Grade Instead of an Incomplete. To receive a grade in the course, the student must complete the requirements set by the instructor. The length of time for completing the requirements should be set by the instructor, but is not to exceed the next two semesters of attendance or the next two calendar years, whichever occurs first. This time may be extended through special arrangements with the instructor concerned. When the instructor turns in the final grade, which can be any grade from A to F, the units attempted and grade points are then added to the student's record. An Inc. not removed remains on the student's scholastic record. This policy applies to all courses except departmental 299; see policies concerning those courses in the Graduate Bulletin.

RECEIVED ACTION BY THE COLLEGE PRESIDENT:

JAN 15 1971

PRESIDENT
San Jose State College

Copies to:

Dean Whitlock

Approved
John E. Brungel
1-21-71