

TO: SUNY Cortland Faculty

FROM: Dr. Eric Edlund
Chair, Educational Policy Committee

DATE: April 19, 2022

RE: Changes to the process for administering a grade of INC

Motivation

The use of the INC grade designation should be used only for courses that naturally extend beyond the limits of the traditional term, in situations where a student’s grade cannot be resolved because of an ongoing academic misconduct procedure, or at the discretion of the instructor in response to extenuating circumstances that prevented a student from completing the course work. In the latter case, it has sometimes occurred that students and faculty have different understandings of what is required to resolve the INC grade. This should never be the case, and the changes here will make the INC grade resolution form a required part of this process.

Summary of changes

The administration of the INC grade is discussed in the College catalog under “Academic Policies.” <https://catalog.cortland.edu/content.php?catoid=39&navoid=4893>

The changes to this section modify the language that describes this INC grade form as “optional”, which were introduced in the 2021-2022 catalog, but were not voted on by Faculty Senate last year. The proposed changes amend the new language to bring the policy into alignment with the practice that is expected by the Associate Deans and is in the students’ best interests.

From the “Academic Policies” section of the 2021-2022 College catalog:

<p>An optional Incomplete Grade Agreement Form is available on the Student Registration and Record Services site to help students and faculty define the deadlines and requirements for the resolution of an incomplete grade.</p>	<p>An optional Incomplete Grade Agreement Form is available on the must be initiated by the instructor, acknowledged by the student, and submitted to Student Registration and Record Services site to help. The form will be used to help students and faculty define the deadlines and requirements for the resolution of an incomplete grade.</p>
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