

*Faculty Senate*

Resolution # 7 1993-94

TO: President John E. Van de Wetering

FROM: The Faculty Senate Meeting on December 6, 1993  
(Date)

RE: I. Formal Resolution (Act of Determination)  
 VII. Recommendation (Urging the fitness of)  
 III. Other (Notice, Request, Report, etc.)  
 For your information

SUBJECT: Proposed Policy on an "In Progress" Grade

RECEIVED  
 DEC 14 1993  
 PRESIDENT'S OFFICE  
 Brockport, New York

Signed *[Signature]* Date Sent December 13, 1993  
 (For the Senate)

TO: The Faculty Senate

FROM: President John E. Van de Wetering

RE: I. Decision and Action Taken on Formal Resolution

a. Accepted. Effective Date *Sp. 94*

b. Deferred for discussion with the Faculty Senate on \_\_\_\_\_

c. Unacceptable for the reasons contained in the attached explanation

II, III.

a. Received and acknowledged

b. Comment:

DISTRIBUTION: *see list*

\_\_\_\_\_

\_\_\_\_\_

Distribution Date *12/15/93* Signed: *[Signature]*  
 (President of the College)

## PROPOSED POLICY on an "IN PROGRESS" GRADE

### Introduction

This policy would create a new grade of "In Progress" ("PR") which would be entirely removed from the transcript when the actual final grade is assigned. The PR designation is intended to be used as the appropriate initial "grade" in courses that by their nature extend beyond the normal term so that students are unable to complete course requirements through no fault of their own. Examples of such courses include thesis projects, overseas programs, and BLS seminars. Use of the PR designation would eliminate the need to post an "I" on students transcript for these courses. The PR designation would indicate a more accurate representation of a student's progress in the course.

The PR designation would be used only for courses for which the department has received prior approval for use of this designation. An Incomplete grade, on the other hand, would continue to be used at the discretion of the instructor to represent the progress of the student while registered for the course.

Legally, no liability problem would exist since the PR designation indicates that the course is continuing. No additional college resources should be required beyond those implicit in the nature of the course that made the PR designation appropriate in the first place.

### Proposed Policy Statement

1. All courses deemed eligible for the PR designation must be approved using the existing procedure for course registration with the Office of the Vice President for Academic Affairs.
2. The PR designation is for use only in those courses where the nature of the course prevents the student from completing the course requirements during the term in which the student is registered. The PR designation will be removed when a grade is submitted.
3. The PR designation will remain on the transcript for a maximum of two semesters after it is recorded unless the instructor designates a shorter time period. At the end of the second semester or at the instructor-designated deadline, the Registrar will automatically change the PR to an "I" .
4. The student has the responsibility to initiate discussion with the instructor during the semester in which the "I" appears on the transcript to determine what is needed to complete the course.
5. One semester after the "I" grade is posted to the transcript, the Registrar will automatically record an "E" unless the instructor submits an extension or another grade.
6. A PR must be cleared from the transcript before the student can graduate.
7. A student shall not register for a second time for a course for which a PR designation is currently on record.

12/6/93



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