

**Faculty Senate Resolution Number \_\_\_\_\_**

To: Joe Bertolino, Ed.D., President, Southern Connecticut State University  
From: Deborah Weiss, Ph.D., President, SCSU Faculty Senate

The attached Resolution of the Faculty Senate is entitled:

RESOLUTION Regarding \_\_\_\_\_

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This Resolution was approved by Faculty Senate on: \_\_\_\_\_

- This Resolution is presented for APPROVAL  
 This Resolution is presented for INFORMATION

In accordance with the CSU-AAUP Contract (Article 5.10), "When the Senate makes a written recommendation to the President, the President shall acknowledge and respond to the recommendation in writing within fifteen (15) school days of receiving the Senate's recommendation. "

After considering this resolution, please indicate your action on this form and return it to the President of the Faculty Senate.

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Deborah Weiss, Ph.D., President, Faculty Senate      Date

cc: Robert S. Prezant, Ph.D., Provost and Vice President for Academic Affairs

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**ACTION OF THE UNIVERSITY PRESIDENT**

**Resolution for Approval:**

- Resolution APPROVED  
 Resolution DISAPPROVED (Provide comments below or attach statement)

**Resolution for Information:**

- Resolution NOTED (applies to Informational Resolutions only)

\_\_\_\_\_  
Joe Bertolino, Ed.D., President, SCSU

\_\_\_\_\_  
Date

**SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE**  
**RESOLUTION REGARDING COURSE INCOMPLETES FOR SPRING 2021**

Whereas, Southern Connecticut State University exists for the primary purpose of furthering academic excellence;

Whereas, The SCSU Faculty Senate is the official representative body of the Academic Faculty;

Whereas, The extenuating circumstances caused by the on-going COVID-19 pandemic continue to present unprecedented challenges to students;

Whereas, Students may be disadvantaged by these challenges, resulting in poorer class performance that does not reflect their typical classroom performance;

Whereas, Faculty wish to provide students with increased flexibility to make critical decisions regarding their courses; and

Whereas, Revising the Incomplete Grade policy would provide students with increased flexibility; now, therefore, be it

*Resolved*, That the following policy be implemented for the Spring 2021 semester:

- A student who wants an Incomplete grade must request one from the instructor.
- Following the request, the instructor may grant a grade of Incomplete (I) if it is determined that the student has a valid reason for not meeting any particular course requirement(s) prior to the termination of the semester.
- If the Incomplete is granted, the Instructor and Student must complete and sign an Incomplete Grade Contract, in which the Instructor shall specify the remaining coursework to be completed by the Student and the provisional final grade the Student would earn if the remaining work is not completed.
- The Instructor shall submit a copy of the completed contract to the Chairperson of the department in which the course is offered by May 19, 2021.
- The Instructor shall enter a grade of “I” when submitting final grades. (Note: Instructors should not give an “I” unless the Incomplete has been requested by the Student and a contract has been completed.)
- The Instructor shall make all course materials available to students for the duration of the Incomplete period.
- The “I” grade shall automatically become an “F” 30 days after the start of the next semester, unless one of the following occurs earlier:
  - The Student completes the remaining coursework, and the Instructor enters a final passing grade;
  - The Student has decided to not complete the remaining coursework and the Instructor enters the provisional grade specified in the Incomplete Grade Contract, or; the Student

elects to submit a Late Withdrawal from the course for approval by the School or college Dean.

- The Instructor issues an extension for completion of the remaining work and enters a grade change to “I+” (Incomplete Extension); or
- For courses taken in the Spring 2021 semester only, at any point, a student who has been given an I or I+ may request a Late Withdrawal from the course for approval by the school or college Dean.