



## Memorandum

**To:** Faculty

**From:** Dr. Beverly Downing  
Provost and Vice President for Academic Affairs

**Date:** April 28, 2016

**Re:** Submission of Grades Protocol

Since my tenure here at Coppin State University, I have recognized that there are some policies and practices that have adverse consequences on our students and the institution. We do not often recognize the relationship or impact of our actions, in Academic Affairs, as related to other processes at the institution and the impact on students' ability to be successful. Such is the case with the posting of grades. Below, I have outlined a few changes in our practices that will yield benefits for the University in our quest to increase enrollment and improve retention and graduation rates:

### Incomplete Grades

Faculty now has the ability to enter incomplete "I" grades in their Eagle Links roster. However, Incomplete grades should only be granted to a student under the following conditions:

- The student must request an incomplete grade in writing (Form Attached) unless incapacitated or otherwise unable to do so (i.e., out of the country or without access to a communication device (phone, computer, etc.)). The revised request form now has a place for the student's signature.
  - If the student was passing the class and is in good standing. The student will provide documentation of extenuating circumstances that resulted from an inability to fulfill course requirements.
    - Examples of extenuating circumstances are debilitating illness, hospitalization, death, (immediate family member such as child, parent, spouse), and travel on behalf of the University (athletics, band, choir, international). Documentation is required to support the extenuating circumstance i.e., official documents such as a signed doctor's note, hospital paperwork, death certificate or obituary, etc.

**Coppin State University**  
**Office of Records and Registration**

INCOMPLETE GRADE FORM

THE INSTRUCTOR WILL BE ABLE TO ENTER AN INCOMPLETE "I" GRADE IN **EAGLELINKS** AND IS RESPONSIBLE FOR ENSURING THAT THIS FORM IS COMPLETED PRIOR TO THE DEADLINE FOR THE SUBMISSION OF FINAL GRADES.

\_\_\_\_\_  
(Please print) Student's Last Name, First Name & Middle Initial

\_\_\_\_\_  
Student's ID Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Course Discipline Code

\_\_\_\_\_  
Course Number

\_\_\_\_\_  
Section Number

\_\_\_\_\_  
Semester

\_\_\_\_\_  
Year

By signing below, I am requesting an "I" grade for the following reason (s) and will provide documentation as requested.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

To be completed by Faculty Member:

1. Please indicate the assignment(s) that the student is required to complete. Projected DOC\* \_\_\_\_\_
  
2. Explain your grading procedure for this course and indicate the weight of the incomplete assignment(s) in the computation of the grade.
  
3. Summarize the student's academic performance in the course.
  
4. Indicate the grade that will be assigned for the course if all requirements **are not** submitted by the end of the following semester. **Grade** \_\_\_\_\_

\_\_\_\_\_  
Instructor's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chairperson's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date

\*DOC= Date of completion. This completed **form must accompany** the Change of Grade Form **when the "I" is requested to be changed to the earned grade. All forms must be forwarded to the Office of the Provost for final approval.** Please consult the academic calendar for deadlines.