

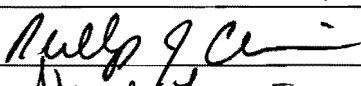
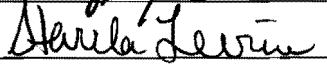

**UNIVERSITY OF BALTIMORE
Academic Policy Cover Sheet**

(See Process for Academic Policy Development, Revision or Discontinuance)

INITIATING GROUP / UNIT: LAW <input checked="" type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input type="checkbox"/>
CONTACT NAME: Cheryl Cudzilo PHONE: 4457
POLICY TITLE: Incomplete Grade Policy
APPLIES TO: LAW <input checked="" type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input type="checkbox"/>
SPECIFIC PROGRAM (if applicable): JD/GTP/LLMUS
PROPOSED IMPLEMENTATION DATE / SEMESTER: Spring 2010

Box 1: ACTION ITEM (check appropriate box)	DOCUMENTS REQUIRED (see box 2 below)	REVIEW / APPROVAL SEQUENCE (see box 3 below)
<input type="checkbox"/> 1. New Policy	AB – others as appropriate	ABCDE – varies
<input checked="" type="checkbox"/> 2. Policy Revision	AB – others as appropriate	ABCDE – varies
<input type="checkbox"/> 3. Discontinuance of Existing Policy	AB	ABCDE – varies

Box 2: DOCUMENTATION (check boxes of documents included) (may include documents in addition to required ones)			
<input checked="" type="checkbox"/> A. AP Cover Sheet (this document)		D. Additional Forms (as may be needed to support procedures)	F. Other (please list)
<input checked="" type="checkbox"/> B. AP Proposal Summary		E. Samples of Similar Policies	
<input type="checkbox"/> C. Procedures (as appropriate)			

Box 3: REVIEW / APPROVAL SEQUENCE	SIGNATURES (as appropriate)	DATE
A. School / College Dean		1/25/10
B. Policy Coordinator		1/28/10
C. Academic Policy Review Committee Chair (optional UFS subcommittee)		
D. University Faculty Senate Chair (UFS option)		
E. Provost and Senior Vice President for Academic Affairs		2/16/10
F. Attorney General's Office	Signature not required. If AG review is necessary, the date of approval may be received via e-mail and would be added by the Policy Coordinator.	
G. 10-Day Open Comment Period		
H. President		
I. USM / Board of Regents – approval	Signature not required. If USM review is necessary, the date of approval would be added by the Policy Coordinator.	

Academic Policy Proposal Summary

INITIATING GROUP / UNIT:	LAW <input checked="" type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input type="checkbox"/>		
CONTACT NAME:	Cheryl Cudzilo	PHONE:	4457
POLICY TITLE:	Incomplete Grade Policy		
APPLIES TO:	LAW <input checked="" type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input type="checkbox"/>		
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I. Statement of Purpose: To change two of the three dates that Incomplete grades will change to an F grade if a Grade Change Form is not submitted to the Office of Academic Affairs by a set date.

II. Policy (including authority for policy waiver, exclusions, or sanctions, if any) can be attached if too lengthy for this box.

It is the student's responsibility to complete the required work and have it submitted to the instructor in sufficient time for the instructor to comply with the deadlines stated below.

The Incomplete grade will change to an F grade if a Grade Change Form is not submitted to the Office of Academic Affairs by the following schedule:

Fall Semester: February 1st

Spring Semester: July 1st

Summer Semester: October 1st

Graduating students must resolve all Incomplete grades no later than sixty (60) calendar days following the last day of final exams of their last semester.

III. Reason(s) for Proposed Policy

The current schedule creates a number of academic problems for students who have difficulty completing prior and current course work, it complicates the computation of accurate class rank and academic dismissal reports, and it has resulted in students sitting for the bar when they have been ineligible for graduation because a spring course was not completed.

Academic Policy Proposal Summary (Page 2)

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IV. Current Policy (if proposal is a revision or discontinuance), including date of adoption if available, can be attached if too lengthy for this box.

It is the student's responsibility to complete the required work and have it submitted to the instructor in sufficient time for the instructor to comply with the deadlines stated below.

The Incomplete grade will change to an F grade if a Grade Change Form is not submitted to the Office of Academic Affairs by the following schedule:

Fall Semester: March 1st

Spring Semester: August 1st

Summer Semester: October 1st

Graduating students must resolve all Incomplete grades no later than sixty (60) calendar days following the last day of final exams of their last semester.

V. Other (who was consulted, definition of terms, etc.)

This change was approved by the School of Law Academic Standards Committee, the Faculty and the Registrar of the University of Baltimore.