

D R A K E U N I V E R S I T Y  
FACULTY SENATE MEETING AGENDA

The Drake University Faculty Senate will meet in regular session on  
January 19, 2005 in Levitt Hall, Old Main at 3:30 p.m.

AGENDA

1. Call to Order
2. Roll Call
3. Approval of December 2004 minutes
4. Report from President Maxwell
5. Report from Provost Troyer
6. Report from President Bartschat  
Comments from Board of Trustees Chair, David Miles
7. Unfinished Business None Known
8. New Business
  - a) Motion to change the catalog description of the 'Incomplete' and the 'In Progress' Grade C Gillespie The changes are indicated in **bold**.

The mark "I" (Incomplete) indicates a student has not submitted all evidence required for a final grade, **due to extraordinary circumstances (e.g., a serious illness or a death in the immediate family)**. The student must make satisfactory arrangements with the instructor to complete the work **by the end of** the next semester of enrollment (**excluding enrollment in summer terms**). The instructor writes out the conditions that must be met to remove the incomplete. **As a component of these conditions, the instructor may demand an accelerated deadline (e.g., the midterm of the following semester) or may provide an extended deadline if special circumstances warrant (e.g., a semester abroad, student teaching, etc.). The instructor will indicate the final grade for the course in the event the work is not completed. The statement is filed** with the dean of the student's college or school. **A copy is also given to the student.** Marks of incomplete are changed to a final grade **either by the instructor (upon completion of the work) or by the Office of Student Records (if the work is not completed after one semester has passed)**. Marks of incomplete are not computed in the grade point average.

The mark of "IP" (In Progress) may be given in certain courses **where** special conditions **make** the grade of Incomplete **unrepresentative** of the status of the students at the close of the semester. **The grade of "IP" is appropriate only when the coursework could not be finished during the semester for the entire class (e.g., internships, practicums, or courses that do not fit the standard academic calendar; fieldwork or research presentations that may take place after a semester has ended; theses or dissertations; or other special situations where coursework extends beyond one semester). A grade of "IP" must be changed to a final grade by the instructor by the end of the next semester. The instructor must indicate to the appropriate dean's office in what courses students will be assigned an "IP."**

*This new version would begin with grades issued for the Spring 2005 semester. That is, during January 2006, the first automatic grade changes would replace any remaining 'I's' issued for the Spring 2005 semester.*

9. Adjournment