

**UNDERGRADUATE COUNCIL
Request for Change(s)**

Originating unit requesting change: Associate Deans

Type of Change requested: Program requirements

- | | | | | | |
|--------------------------|--------------------|--------------------------|------------------------|-------------------------------------|-----------------------|
| <input type="checkbox"/> | Course number(s) | <input type="checkbox"/> | Course prerequisite(s) | <input type="checkbox"/> | Program description* |
| <input type="checkbox"/> | Course title | <input type="checkbox"/> | Drop course(s) | <input checked="" type="checkbox"/> | Program requirements* |
| <input type="checkbox"/> | Course description | <input type="checkbox"/> | Drop program(s) | | |

Semester and year change(s) take effect: Fall 2024

Appropriate computer abbreviation
if course title is more than 30 spaces:

In space provided, briefly summarize change requested:

The associate deans are proposing a clearer definition of why an "I" (Incomplete) is given, what student progress in the course would be and how the course would be completed.

Programs Only*

Program Name: _____

Current Code: _____ Proposed New Code (list 2): _____ or _____
(ex: INDE-BFA)

Can have second major: ____ Yes ____ No

Current 6-digit CIP Code: _____

Does the change require a new or change in CIP code? ____ Yes ____ No

If yes, what is the proposed 6-digit CIP code?*

*for reference, please visit: <https://nces.ed.gov/ipeds/cipcode/resources.aspx?y=56>

Program to be promoted to prospective
undergraduate students by TCU Admissions? Yes No

Catalog Copy: *if additional space or formatting is needed, include as an Attachment*

Present catalog copy (paste-up from catalog is acceptable):

CURRENT CATALOGUE

Designates course has not been completed and a final grade has not been assigned. (The "I" must be removed within the first 60 days of the long semester immediately following, or it is changed to an "F." Any extension must have written approval of the instructor and dean. This policy does not apply to senior Honors research papers/theses, graduate thesis or dissertation hours.

Proposed change(s): Include exact catalog copy as desired. Strike-through deletions and underline changes in Adobe Acrobat by using Ctrl+E (PC) or Cmd+E (Mac)

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An incomplete grade ("I") is a non-punitive grade given only if a student has missed no more than four weeks work in a regular semester (or a proportionally equivalent time frame in a shorter term) and only if a student (1) has completed at least 50 percent of the course requirements with passing grades and (2) has a justifiable reason acknowledged in writing, (such as serious illness, military service, notice from the Dean of Students, Student Access and Accommodations, or Title IX officer) or other significant personal challenges officially recognized by the instructor for not completing the work on schedule. The student and instructor must agree with the decision to enter an "I" grade. Additionally, the student and instructor must document in writing how the course will be completed and by what date. That date can be no later than 60 days after the start of the next full academic semester. If the course is not completed by that date, the grade will convert to an "F". This policy does not apply to honors students seeking Departmental Honors or doing research or a thesis.

1. What is the justification for the change(s) requested?
Faculty across the university have different interpretations of the current incomplete grade policy. The associate deans felt a clearer definition was needed for when an "I" should be given, what student progress in the course up to the time of the "I" should be, and what documentation would be required for completion of the course. This allows for consistency. The Registrar is in agreement with this wording change. Additionally, the Dean of Students has provided documentation of their support for this clarifying language.
2. If applicable, explain how the change(s) will affect the current program outcomes and assessment mechanisms.
NA
3. **Faculty Resources:** How will the unit provide faculty support for this change and any other impact this change may have on other current departmental listings.
NA

4. **Educational Resources:** Will this change require additional resources not currently available (e.g. space, equipment, library, other)? If yes, list additional resources needed. YES
 NO
5. If this change affects other units of the University, include a statement signed by the chairperson(s) of the affected unit(s).
6. If cross-listed, provide evidence of approval by all curriculum committees appropriate to both the originating and cross-listed units.

Lynn K. Flahive

Approval signature of chairperson of originating unit
