



## NDSU STAFF SENATE

# NORTH DAKOTA STATE UNIVERSITY STAFF SENATE MEETING MINUTES SEPTEMBER 13, 2006

Visit the Staff Senate website at:  
[www.ndsu.nodak.edu/staff\\_senate](http://www.ndsu.nodak.edu/staff_senate)

Full Staff Senate meetings are held the second Wednesday of each month from 9:30-10:30 a.m.  
The Executive Committee meets on the fourth Wednesday of each month from 9:30-11:00 a.m.

### **Upcoming Staff Senate Meetings:**

October 18, 2006	9:30-10:30 am	Dakota Room, Memorial Union
November 8, 2006	9:30-10:30 am	Dakota Room, Memorial Union
December 13, 2006	9:30-10:30 am	Dakota Room, Memorial Union

### **Upcoming Executive Committee Meetings:**

September 27, 2006	9:30-11:00 am	Crest, Memorial Union
October 25, 2006	9:30-11:00 am	Crest, Memorial Union
November 22, 2006	9:30-11:00 am	Crest, Memorial Union
December 27, 2006	9:30-11:00 am	Crest, Memorial Union

***All broadbanded staff are encouraged to attend.***

**I. Meeting was called to order by Steve Bergeson at 9:30 am.**

**II. Substitutions.**

Bonnie Cooper. For today's meeting, there was a quorum with 55 senators present, 10 absent.

Substitutions:

Diana Kowalski in for Heather Heger and
Bo Severson in for Margaret Schmidt.

Guests:

David Wittrock, Dean of the Graduate School.

**III. Approval of Agenda.**

Items added/deleted on the agenda are as follows: 1) add Banner Report under Treasurer's Report; 2) add COSE Report under Committee Reports; and 3) add State Employee Picnic under Committee Reports. Agenda was approved by unanimous consent.

**IV. Program.**

Deb Hegdahl introduced David Wittrock, Dean of the Graduate School. David Wittrock spoke about graduate education opportunities at NDSU. There are 55 master's programs, 41 doctoral programs and a growing number of certificate programs in which 9 to 12 credits can be taken over a couple of semesters. Many degree tracts expect full time students while a number allow for part time students. There is the NDSU tuition waiver that applies to both graduate and undergraduate level courses. See <http://www.ndsu.edu/gradschool/> for more information.

**V. Approval of the May 10, 2006, meeting minutes.**

Minutes, as published, were approved by unanimous consent. Staff Senate meetings are available at: [http://www.ndsu.nodak.edu/staff\\_senate/meetings.shtml](http://www.ndsu.nodak.edu/staff_senate/meetings.shtml)

**VI. Treasurer's Report.**

Laura Dallmann. There are fund balances of \$2104.79 in appropriated funds and \$ 623.49 in local funds.

The new NDSU Staff Senate banners were displayed. Laura Dallmann was recognized for her hard work in getting the banner project completed. Laura thanked Janine Trowbridge for bringing the ideas to the Executive Committee. Laura also thanked Ellen Puffe for her help. The banners will be stored at Laura's office in Electrical Engineering.

**VII. Committee Reports**

**Policy Coordination Committee** – Barb Geeslin  
(Attachment 1) For Information:

- Policy 101 - Personnel Definitions (Broc Lietz)
- Policy 103 - Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings (Broc Lietz)
- Policy 335 - Code of Academic Responsibility and Conduct (Lois Christianson/Rick Johnson)
- Policy 336 - Examinations and Grading (Sandy Holbrook)

**Staff Development Committee** – Lorna Olsen thanked all who participated in the staff development survey. The committee received numerous responses and valuable feedback. A number of the responses fall outside of Staff Development Committee responsibilities. Lorna shared suggestions such as:

- \* sponsor all campus (including those not on the main campus) collaboration meetings, such as an after hours get-together;
- \* sponsor a weekly “lunch bunch”;
- \* secure discounts at health clubs and free bus rides for NDSU Staff;
- \* e-mail staff a notice of speakers at the Staff Senate meetings;
- \* move all leave time into one pool and secure the day after Thanksgiving as a vacation day;
- \* secure more places to have lunch;
- \* sponsor a recycling program on campus;
- \* work on parking issues;
- \* put more effort into legislative efforts;
- \* increase the tuition waiver to 100% rather than 50%;
- \* make no smoking areas in buildings and around doorways.

Staff appreciates what Staff Senate is doing. The Staff Development Committee has a tentative program developed with a theme of “Discover U”.

**COSE** – Barb Geeslin. Cindy Kozojed attended the COSE meeting in July in Dickinson. The North Dakota Governor's Award for Excellence nominations are closed. The awards will be announced next Monday. There were several nominations from NDSU. Please encourage staff to nominate individuals for the FISH awards. For more information on the FISH award see <http://www.state.nd.us/cose/FISHINFO.htm>. See also <http://www.state.nd.us/cose/cloths.htm> for COSE items that can be purchased. The next COSE meeting will be in Bismarck in October.

**State Employee Picnic** - Theresa Nelson. The state employee picnic is tomorrow at the El Zagal Shrine in Fargo 4:30 pm to 7:00 pm. Tickets are \$3 for single and \$9 for families of 4 or more.

VIII. **Old Business.** None.

IX. **New Business.**

**Smoking Ad Hoc Committee** – Steve Bergeson and Janine Trowbridge. Steve reported on the status of last year's smoking ad hoc committee and the work done thus far. Senators who are interested in participated on the smoking ad hoc committee to finalize the work should contact Steve Bergeson.

**Election – Senator from 4000 Band** – Janine Trowbridge. This item was deferred until next month as Janine was unable to attend today's meeting.

X. **Advisor Comments.**

XI. **Announcements.**

- **United Way Day of Caring** – Bonnie Cooper. The 15<sup>th</sup> Annual Day of Caring is October 12<sup>th</sup>. Registration is due by September 29<sup>th</sup>. The event will begin at the Bison Sports Arena with check-in from 11:30 am – noon. The day begins with lunch. Volunteers will work their assigned service projects from 1:00 – 5:00 pm.
- The 60<sup>th</sup> North Dakota Legislative Session starts January 3, 2007. Our Legislative Committee will stay on top of the issues important to NDSU staff. The committee will field questions and provide feedback through their work with VP for University Relations, Keith Bjerke. If you have any questions, comments, concerns, contact the Legislative Committee Chair, Pierre Freeman.
- The schedule for upcoming Staff Senate meeting, dates, times, locations, and guest speakers are posted at: [http://www.ndsu.nodak.edu/staff\\_senate/meetings.shtml](http://www.ndsu.nodak.edu/staff_senate/meetings.shtml)
- The NDSU Staff Senate Messenger is out today. Please contact the PR Committee if there are employees who didn't receive it.

XII. **Adjourn.**

Deb Hegdahl, made a MOTION to adjourn the meeting. Bruce Steele SECONDED the MOTION. The MOTION CARRIED. The meeting adjourned at 10:15am.

**NOTE:** Senators who must be absent from a Staff Senate meeting are to send a substitute. Any regular broadbanded employee who is not a senator may be a substitute and will have all the rights and privileges as a Staff Senator at that meeting. Substitutes, please sign in on the attendance sheet listing by the Staff Senator's name for whom you are substituting. Please notify Interim Membership/Attendance Officer Bonnie Cooper prior to the meeting. (231-7771 or [bonnie.cooper@ndsu.edu](mailto:bonnie.cooper@ndsu.edu)).

Respectfully submitted,

Lois Christianson, Secretary

**Attachment 1:**

**POLICY CHANGE COVER SHEET**

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

**Section 101 – Personnel Definitions**

Language changes made in section 2.2 to make it more clear when to use the seventeen and one-half rule and when to use twenty-week rule regarding temporary status.

Additionally, changes were made repealing section 2.2.2, based on NDUS Human Resource policy, subsection 2.4. The board felt that the policy is confusing because it does not include guidelines concerning how prior credit is determined, or whether it should be tied to number of hours worked, in addition to number of years and months of temporary employment. This resulted in different interpretations among the campus. Further, because temporary employees are not entitled to leave accrual, some HR officers question whether a provision granting entitlement to service credit made sense. HRC Council voted to recommend repeal of section 2.4. Chancellor's cabinet considered and concurred.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Coordination Committee – 6/27/06  
President's Council -  
University Senate -  
Staff Senate -

3. This policy revision was originated by (individual, office or committee/organization):

Office of Human Resources

SECTION 101: PERSONNEL DEFINITIONS

SOURCE:

SBHE Policy Manual, Sections 605.1 and 606.1

NDUS Human Resource Policy Manual

NDSU President

CLASSIFICATION STATUS

1.1

Staff Employee

A person in a position covered by the North Dakota University System Broadbanding System.

1.2

Non-Banded Employee

1.2.1

Academic Staff

Faculty (instructors, assistant, associate or full professors),  
lecturers,  
and graduate assistants.

1.2.2

Other Non-Banded

Staff excluded from broadbanding by Board rule: president, executive deans, vice presidents and officers of the institution or staff holding positions the institution president has excluded by designation,  
including  
coaches, extension and experiment station professionals, and others in 2000 job categories not included in 1.2.1 above.

EMPLOYMENT STATUS

2.1

Regular Employee

A staff employee, who satisfactorily completes a probationary period, or  
a  
non-banded employee, who is employed at least seventeen and one-half  
hours  
per week if hired before August 1, 2003 or twenty hours per week if hired  
on  
or after August 1, 2003, and at least twenty weeks each year.

2.1.1

Full-Time Employee

A person employed on a regular basis for a minimum of 40 hours per  
week.

2.1.2

Part-time Employee

A person employed on a regular basis for less than 40 hours per week.  
A part-time lecturer is generally considered to be a regular employee  
if

she/he teaches 6 or more credits for two or more consecutive  
semesters  
in the same department. Credits taught through Continuing Education  
are  
not applicable for purposes of this definition.

## 2.2

### Temporary Employee

A person employed in a position of intermittent or limited duration not  
to  
exceed one year, a seasonal position, or in a position working less than  
seventeen and one-half hours per week, or less than five months per year,  
if  
hired before August 1, 2003, or twenty hours per week ~~or less than five  
months per year~~ or less than 20 weeks per year if hired on or after  
August 1, 2003 (this includes graduate assistants and student employees  
whose employment is incidental to their student status).

#### 2.2.1

A seasonal position is one in which a person works less than eight  
months  
per year during an institutionally designated "season", such as the  
agricultural growing season. A seasonal employee must be terminated at  
the  
end of the institutionally recognized season, but may be rehired for a  
future season although there is no guarantee of re-employment.

#### ~~2.2.2~~

~~When a temporary employee (excluding graduate assistants and student  
employees) is changed to regular status, credit will be given for the  
employee's prior length of service for the purpose of determining  
annual  
leave accrual rates.~~

## OVERTIME ELIGIBILITY STATUS

### 3.1

#### Nonexempt Employee

Those employees serving in positions covered by the Fair Labor Standards  
Act  
who are eligible for overtime pay or compensatory time off. Generally  
those  
employees in bands 4000 through 7999 are included in this group.

### 3.2

#### Exempt Employee

Those employees serving in positions exempt from the overtime pay and  
compensatory time off provisions of the Fair Labor Standards Act because  
their administrative, professional or managerial responsibilities meet  
the  
exemption requirements of the Act. Generally this includes employees in  
bands 1000 through 3999.

HISTORY: July 1990; Amended April 1996; August 1997; August 1998; July 1999;  
December 1999; December 2000; February 2001, October 2001, April 2005.

## POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

**Section 103 – EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY ON THE ANNOUNCEMENT OF POSITION OPENINGS**

Language change made in section 2 to be consistent with the language changes made in section 2.2 of Policy 101: Personnel Definitions regarding the definition of a temporary employee.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Coordination Committee – 6/27/06

President=s Council -

University Senate -

Staff Senate -

3. This policy revision was originated by (individual, office or committee/organization):

Office of Human Resources



For any questions please send e-mail to: NDSU.Policy.Manual@ndsu.edu

SECTION 103: EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY ON THE ANNOUNCEMENT  
OF  
POSITION OPENINGS  
SOURCE: NDSU President

The following policy has been developed after consultation with the University

Attorney, the Director of Human Resources/Payroll, the Director of the Office for Equity and Diversity, and the President's Council. These position announcement requirements must be followed in making any appointment to a payroll position for which the individual will receive fringe benefits.

1. If the appointment is to be .50 FTE or more and the expectation is that the

appointee will serve for more than four months, the position shall be announced throughout the appropriate recruiting area as defined in Sections 200 and 303 of this Manual. Generally speaking, the recruiting area for faculty and professional administrative positions is considered to be on a national level, and the recruiting area for broadbanded technical, office, craft and trades, and service positions to be the Fargo-Moorhead area and the

ten-county region surrounding the institution.

1.1

When a position vacancy occurs and there is a pool of regular employees appropriately qualified for transfer or promotion (including former employees covered by Reduction in Force policy, Section 223), a unit supervisor may choose to advertise a vacant position internally for a minimum of one week prior to initiating an external search. The procedures for these internal searches will be the same as those external searches see Section 202 or Section 304). The Office for Equity and Diversity (for non-banded positions) or the Human Resources/Payroll Office (for broadbanded positions), in consultation with the unit supervisor, will be responsible to determine whether a pool of appropriately qualified employees exists.

2. If the appointment is either less than .50 FTE or clearly stipulated to be for a total duration of less than ~~five months~~ **twenty weeks**, then there is no formal position announcement required. Unit supervisors are, however, encouraged to announce the position on an internal or local basis. That means that an announcement might be distributed only within the University or to the eligible faculty or staff of the particular academic or administrative unit involved. However, affirmative action efforts should still be undertaken within this possible limitation to ensure that qualified minority individuals, females and individuals with disabilities are included in the applicant pool. Distributing the position announcement to the other Tri-College University institutions or within the Fargo-Moorhead community is also encouraged.

HISTORY: May 15, 1978; Amended February 6, 1979; April 21, 1981; November 13, 1989; September 24, 1991; April 1992; August 1993; December 1994; May 4, 1999, October 2001, October 2004, April 2005.

## **POLICY CHANGE COVER SHEET**

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

**Section**

335: Code of Academic Responsibility and Conduct

Language has been added to clarify process for graduate students.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Coordination Committee -

Staff Senate -

University Senate -

3. This policy revision was originated by (individual, office or committee/organization):

Dean of the Graduate School

## SECTION 335: CODE OF ACADEMIC RESPONSIBILITY AND CONDUCT

### SOURCE: NDSU University Senate Policy

The academic community is operated on the basis of honesty, integrity, and fair play. Occasionally, this trust is violated when cheating occurs, either inadvertently or deliberately. This Code will serve as the guideline for cases where cheating, plagiarism, or other academic improprieties have occurred and an established procedure has not been approved by the faculty of a college such as the Honor System of the College of Agriculture.

1. The primary responsibility of the students, faculty, and administration is to create an atmosphere where the honesty of individuals will not be questioned.
  - a. Faculty members are responsible for providing guidelines concerning cheating and plagiarism at the beginning of each course, and should use precautionary measures and security in cases where cheating is likely to occur.
  - b. Students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred.
2. The faculty member and the administration are responsible for procedural fairness to the accused student or students in accordance with the following procedure:
  - a. Faculty members who suspect that prohibited academic conduct has occurred in their class have an initial responsibility for informing the student or students involved of their suspicion and the grounds thereof, of allowing a fair opportunity to refute them, and of making an impartial judgment as to whether or not any prohibited academic conduct occurred only upon the basis of substantial evidence.
  - b. Faculty members have the prerogative of determining the penalty for prohibited academic conduct in their classes. Faculty members may fail the student for the particular assignment, test, or course involved, or they may recommend that the student drop the course in question, or these penalties may be varied with the gravity of the offense and the circumstances of the particular case. Faculty members will provide a written statement of the action to the department chair, dean, and vice-president for academic affairs. In the case of graduate students, the graduate dean will also be notified.
  - c. In addition to the prerogative above, or if the student is not enrolled in his or her course, the faculty member may recommend a disciplinary sanction to the dean of the college in which the infraction occurred. If the student is not enrolled in this

college, the dean will forward the charge to the dean of the student's home college. That dean may impose academic warning or probation in the college, or the dean may recommend suspension or expulsion to the Academic Standards Committee as outlined in Section 4 [of this policy]. If the student is not enrolled in the college where the infraction occurred, the dean of the college for the student must be informed before the disciplinary sanction is imposed and may impose a disciplinary sanction for that college, also.

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Accusations involving academic misconduct of graduate students will follow the procedure described with the following exception. The dean of the home academic college will recommend a sanction (including academic warning, academic probation, suspension, or expulsion) to the graduate dean, not the Academic Standards Committee. The graduate dean will provide the student with written notice of the action, describe the graduate student appeal process, and indicate to the student the date by which an appeal must be filed. Failure to file an appeal will result in implementation of the specified action. If an appeal is filed, the graduate dean will notify the student of the result following the completion of the appeal process.

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- d. If a person not currently enrolled at NDSU is involved in prohibited academic conduct, the Vice President for Academic Affairs, Vice President for Student Affairs, and the Director of Admission shall be informed of the violation.
3. A student who has received a penalty or a disciplinary sanction for prohibited academic conduct may appeal the decision.
  - a. The student must consult with the instructor, the department chair, and the Dean, in sequence, to resolve the conflict.
  - b. Then, the student may request a hearing by the Student Progress Committee in the college where the violation occurred. In addition, the student may request that two students be appointed to the Student Progress Committee for the hearing; one student shall be a member of the Student Court appointed by the Chief Justice of the Student Court, and the other student shall be a student senator for that college appointed by the student body president.
4. A student may be suspended or expelled for prohibited academic conduct by the Academic Standards Committee in accordance with the following procedure:
  - a. The dean must notify the student that they will recommend suspension or expulsion to the Academic Standards Committee, but the student must be given two school days to file a written notice of appeal with the Student Progress Committee before the recommendation is presented to the Academic Standards Committee.

- b. The student may appeal the recommendation of suspension or expulsion to the Student Progress Committee as outlined in section 3.b. above.
- c. The Academic Standards Committee may impose suspension or expulsion, if an appeal with the Student Progress Committee is not in progress.

HISTORY: December 10, 1973; Amended May 12, 1975; April 1992

## **POLICY CHANGE COVER SHEET**

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

### **Section 336 – Examinations and Grading**

The Incomplete Grades portion of the policy was rewritten to reflect a new policy and procedure that was approved by the University Senate in May, 2006. This changes the way incomplete grades may be assigned and recorded, and will require the completion of a Incomplete Grade report form (for most course types) that demonstrates mutually agreed upon the work to be completed, expectations for grading, and deadline between the instructor and student. This changed was prompted by: 1) current policy not being followed closely; 2) a high volume of incomplete grades being assigned each term; and 3) lack of a paper trail in the event an instructor leaves the university and an incomplete grade unresolved. In addition, it places more accountability on the student.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Committee –  
President's Council –  
University Senate – Approved - May 8, 2006  
Staff Senate -

3. This policy revision was originated by (indicate individual, office or committee/organization):

Kristi Wold-McCormick-registrar, Office of Registration and Records

## **SECTION 336: EXAMINATIONS AND GRADING**

### **SOURCE: NDSU University Senate Policy**

The giving of examinations, their type, and number is up to the individual instructor, in so far as it is consistent with Dead Week Policy (see below). However, results of some examinations or other methods of evaluation are encouraged to be provided to students before the last day to drop courses (coincides with last day to withdraw to zero credits) within a given term. These deadlines are published on an annual basis and typically fall three weeks before the last day of the semester, which includes final examination week, for regular full-term courses. Deadlines for variable length courses vary and are based on the length of the session in which classes fall.

The schedule for final examinations is determined and published by the Office of Registration and Records. Final examinations in one-credit courses are usually given during the last regular class period. Final examinations for all other courses may not be rescheduled during the final examination period, or given prior to the start of final examination period. According to the State Board of Higher Education policy, the examination period is instructional time and, if a final examination is not given, some instructional use of this period is expected. Final examinations for summer school, distance and continuing education and extension classes are arranged by the instructors.

No student shall be obligated to take more than three final examinations scheduled for the same calendar day. In the event that a student has four or more final examinations on the same calendar day, the student shall notify the instructor(s) from the highest numbered course(s) no later than two weeks before the last day of class to schedule a make-up examination to be administered at a mutually acceptable time.

#### **Dead Week Policy** (adopted by University Senate on February 14, 2005):

Only one exam or quiz per course may be given during the last two weeks of the semester (prorated accordingly for variable length courses), which includes finals week. Exceptions include summer classes, self-paced/correspondence courses, make-up exams, courses in which laboratory is incorporated with a lecture, one-credit courses, and quizzes that account for less than 5% of the students' overall grade. If a professor chooses to give an exam during the last week of classes, he/she is expected to make some instructional use of the final examination time.

Upon request all instructors shall inform students directly of their approximate mid-term grades before the end of the eighth week of the semester. (University Senate Policy, approved Dec. 21, 1970)

Examinations and grade lists are not to be posted by name, social security number or student University generated identification number, and examination and term papers must have the grade denoted inside when they are made available for students to pick up, in order to maximize privacy of grades. (University Senate Policy, approved Feb. 21, 1972)

Final grades are reported on-line by faculty and typically are due by the end of the second business day following the conclusion of finals week. Instructions and deadlines are provided each term by the Office of Registration and Records.

## Grades of Incomplete

Under extraordinary circumstances and at the discretion of the instructor, a student may be assigned a grade of Incomplete (I). The following policies apply to Incomplete grades:

1. The grade of Incomplete is assigned to indicate that satisfactory work has been completed up to within five weeks of the semester end, and that circumstances beyond the student's control prevented completion of the work. The time period is proportional for variable length courses and summer session. 2. The grade of Incomplete is not to be given in any instance where the student has a deficiency of more than five weeks of work including final exam week. The time period is proportional for variable length courses and summer session.

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3. Grades of Incomplete are initiated by student request. The student must contact the instructor, request an Incomplete grade, and, upon instructor approval, make arrangements to complete the work.

4. The grade of Incomplete (I) is an administrative grade that may only be entered by the Office of Registration and Records, except in courses designated as practicum, internship, individual study, field experience, or study abroad.

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5. An Incomplete Grade Reporting Form detailing the work to be completed, expected completion date, and grading standard is to be signed and dated by both the instructor and the student. The form is to be submitted to the Office of Registration and Records by the grade submission deadline for the semester in which the course was taken. It is advisable that the instructor, student and advisor retain copies of this form for their records as well.

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Deleted: 5. If alternative arrangements are made between the student and the instructor, there must be a written agreement that the instructor files with the department chair and with the Office of Registration and Records.¶  
6. Grades of Incomplete are removed when the student has completed all course requirements and the instructor of the course files a Grade Reporting Form with the Office of Registration and Records.¶

6. Grades of Incomplete, including those for most course types identified in #4, must be removed no later than the end of the seventh week of the next full semester (fall or spring). The time period is proportional for variable length courses and summer session.

7. Grades of Incomplete are removed when the student has completed all course requirements and the instructor of the course files a Grade Reporting Form with the Office of Registration and Records.

8. All grades of Incomplete that are not removed within the specified time are automatically changed to F grades by the Office of Registration and Records.

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9. Instructors may specify completion deadlines for remaining work on the Incomplete Grade Reporting Form earlier than the standard deadlines.

10. Requests for extensions beyond the seventh week of the next full semester require approval by both the instructor and the chair of the department offering the course. The extended deadline must be indicated on the Incomplete Grade Reporting Form and may not exceed two Incomplete



conversion/deadline cycles. If a grade is not submitted by the specified deadline, the Incomplete grade will convert to a grade of F.

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11. Grades of Incomplete, which convert to grades of F, earned in the last semester of attendance by a student who leaves the University for two or more years may be changed to Withdrawn (W) upon re-enrollment. Requests for this privilege must be filed with the Office of Registration and Records during the first term of re-entry.

12. An Incomplete grade may be converted to a letter grade (or P/F, S/U) according to the above guidelines, but may not be expunged from the record.

13. Students may not register in courses in which they currently hold grades of Incomplete, except for courses that are repeatable for credit.

14. Students are not allowed to graduate with unconverted Incomplete grades on their academic records. Upon graduation, unconverted Incomplete grades will convert to grades of F. If a course in which an Incomplete grade was assigned is required for graduation, the instructor may extend the deadline according to the above procedures and timelines, and graduation will be postponed.

15. Students who receive grades of Incomplete or converted grades of F may appeal disputed grades in accordance with NDSU Policy, Section 337: Grade Appeals Board.

HISTORY: January 19, 1970; Amen