Simplifying Incomplete Grades: Proposal

Passed by EPC, 11 March 2016

Revision to the section on Incomplete grades in the Bulletin, p. 39.

This is the existing language:

I — Incomplete: An indication by the instructor that more time will be allowed to complete the requirements for the course. An incomplete may be awarded only if the student has done substantial work in the course, the instructor judges the reasons for granting incomplete status to be valid, and the instructor determines that the work can be completed in the time specified on the incomplete form. The instructor is responsible for specifying on the incomplete form the reason for the incomplete grade and the conditions that must be satisfied for the awarding of a grade. A copy of this form must be submitted to Dowling Hall at the time final grades are reported. It is the responsibility of the student to request an incomplete before the required work is due. If an incomplete is granted, all work in the course must be completed six weeks into the following semester (fall or spring only), or the date the instructor has stated on the incomplete form. The work will be evaluated without prejudice, and a grade should be submitted two weeks after the work is received by the instructor. A course not completed by the designated time will receive the default grade specified on the incomplete form. Under special circumstances, a student may request from the instructor an extension of the deadline. Any such agreement should be submitted in writing to Dowling Hall.

This is the proposed new language, with changes flagged.

I — Incomplete: An indication by the instructor that more time will be allowed to complete the requirements for the course. An incomplete may be awarded only if the student has done substantial work in the course, the instructor judges the reasons for granting incomplete status to be valid, and the instructor determines that the work can be completed by the new deadline. It is the responsibility of the student to request an incomplete before the required work is due. If an incomplete is granted, all work in the course must be completed six weeks into the following semester (fall or spring only); to request a different deadline, the instructor must file a “Form For Requesting a Grade of Incomplete,” to be submitted to Dowling Hall at the time final grades are reported. Students are encouraged to complete the work before the start of the next semester. When the work is submitted, it will be evaluated without prejudice. The instructor must enter the new grade within two weeks after receiving the work. A course not completed by the designated time will remain as an I on the student’s transcript.

Under special circumstances, a student may request from the instructor a further extension of the deadline. Any such agreement should be submitted in writing to Dowling Hall.

See also proposal to display course evaluation results, on the reverse.
Displaying Course Evaluation Results: Proposal

Passed by EPC, 24 April 2015

a Numerical data from teaching evaluations will be available to Trunk users who are members of the Tufts community. The numbers to be made available will include the mean score and frequency of each number, for questions with numerical answers, and the number of students who did not answer each question. These data will not include those courses/sections taught by faculty members who are in their first year of teaching at Tufts, or those courses for which fewer than 6 evaluation forms were completed.

A first screen on Trunk will show for each course the following data for all sections of the course taught in the past 4 years: the number of students enrolled in the course or section and the number of respondents to the teaching evaluation, along with the median value for the responses to the three questions: questions number 2 “use of class time to promote learning,” question 3 “use of out of class activities to promote learning,” and 4 “how the course engaged your interest.” Upon clicking on a particular course or section, the Trunk user will be able to see results for all the questions with numerical answers.

b Instructors of a particular section or course can also allow the comments for their section to be made available to Trunk users. Instructors should review those comments before authorizing making them public and check that no comments violate the rules of normal discourse at Tufts. For any such comment, the instructor can request that it be removed before the other comments are published. A standing subcommittee of EPC, having at least one faculty member and at least one student member, will authorize such requests.

c Students who do not complete all of their evaluations in a given semester will not be able to view evaluations in the subsequent semester.

See also proposal to simplify procedures for incompletes, on the reverse.