Memorandum

January 5, 2004

To: Ms. Ann Dziadon
Via: Dean Janet Pilcher
From: Dr. Carolyn Pearson

Recently I completed change of grades on students who date back with me as far as Fall 1991 in the Incomplete Grade Changes area of Crew’s Control. I tried to change any grade that was a V, I, or G. I was notified by Leigh Glover in the Registrar’s Office that most of the students that date back have already graduated. Had I known now what I do about the incomplete grade process here, I would have never given them in the first place. I am going to request that faculty senate propose a policy in which any course in which a grade of “I” was given must be converted to a letter grade the following semester, i.e., the student must complete the work. I am also going to request that the grade of “V” be eliminated. I am requesting, in this memo, that any student showing under my incomplete grade form screen be given an F for an academic course, or an unsatisfactory for thesis or dissertation), for any semester prior to now. There are three students that I would ask for an exception to this; Richardene Brewer, Richard Faessel, and Laura Edler; since they are currently working on or are finishing their dissertation.