



**CALIFORNIA POLYTECHNIC STATE UNIVERSITY**  
**San Luis Obispo, California 93407**  
**ACADEMIC SENATE**

**MEETING OF THE ACADEMIC SENATE EXECUTIVE COMMITTEE**  
**Tuesday, November 10 2009**  
**01-409, 3:10 to 5:00pm**

- I. Minutes:  
**Approval of minutes** for Executive Committee meetings of July 24, September 22, and October 13 2009 (pp 2-7).
- II. Communications and Announcements:
- III. Reports:
  - A. Academic Senate Chair:
  - B. President's Office:
  - C. Provost:
  - D. Statewide Senate:
  - E. CFA Campus President:
  - F. ASI Representative:
  - G. Caucus Chairs:
  - H. Other:
- IV. Consent Agenda:
- V. Business Item(s):
  - A. **Academic Senate/University committee appointments:** (pp 8-9).
  - B. **Resolution on AB 656:** Agbo, CENG caucus chair (pp 10-12).
  - C. **Resolution on Incomplete "I" Agreements:** Lertwachara, chair of Instruction Committee (pp 13-21).
  - D. **Resolution on Grade Forgiveness:** Lertwachara, chair of Instruction Committee (pp 22-23).
  - E. **Approval of APR internal reviewers for CAFES programs** (background materials sent electronically).
- VI. Discussion Item(s):  
**ExecCom criteria for agendaizing resolutions:** do caucus chairs represent a personal view or caucus view?
- VII. Adjournment

**CALIFORNIA POLYTECHNIC STATE UNIVERSITY**  
**San Luis Obispo, CA 93407**  
**ACADEMIC SENATE**

**MINUTES OF**  
**The Academic Senate Executive Committee**  
**Thursday, July 16 2009**  
**11-210, 1:10 to 3:00pm**

- I. Minutes: none.
- II. Communications and Announcements: none.
- III. Reports:
  - A. Academic Senate Chair: none.
  - B. President's Office: none.
  - C. Provost's Office: (Koob) the budget situation is changing every day. As of today, the Chancellor's plan is to (1) institute furloughs for faculty and staff, (2) raise fees 30%, and (3) assign the remaining deficit to the campuses. For Cal Poly, that would a \$10 million dollar cut. President Baker has the authority to institute additional campus fees, but no action will be taken until all other fees have been processed. How to meet budget cuts for 2010-11 and beyond will have to be decided this year. The Senate will have a significant role in this regard.
  - D. Statewide Senators: none.
  - E. CFA Campus President: (Saenz) the results of the faculty furlough vote should be known Monday afternoon.
  - F. ASI: (Griggs) ASI President, Kelly Griggs, introduced herself and other ASI officers in attendance. The renovation of UU Plaza is expected to finish spring 2010. Student reaction to faculty furloughs has been quiet at Cal Poly although much conversation is occurring at the statewide level.
  - G. Caucus Chairs: none.
  - H. Other: none.
- IV. Consent Agenda: none.
- V. Business Item:
  - Resolution on College-Based Fees was discussed. M/S/P to forward to President Baker.
- VI. Discussion Items: **current budget situation**  
(Forrohar) If college-based fees are passed but the vote on furloughs does not pass, would the deficit be met by layoffs and reduced course offerings? (Koob) Whatever deficit remains would be covered by lecturer layoffs (determined at the department level, not the campus level). Regarding course offerings: a proposal

has been sent to deans to move students from the least to the most essential courses.

(Hannings) Are there any plans to cut Athletics programs? (Koob) Not at this time. It looks like we can save jobs with the changes mentioned earlier before having to let go of Athletics employees.

Additional avenues for meeting the budget deficit are to increase the number of full-pay international students; increase grant proposals that bring in federal monies and also pay for student participation; sell educational services to professional organizations; create transparent student tracks so they know specifically what courses they must take to graduate in a timely manner; and enrollment management (track to graduation).

VII. Adjournment: 3:00pm

Submitted by,

A handwritten signature in black ink, appearing to read 'Margaret Camuso', with a stylized flourish at the end.

Margaret Camuso  
Academic Senate Analyst

**CALIFORNIA POLYTECHNIC STATE UNIVERSITY**  
**San Luis Obispo, California 93407**  
**ACADEMIC SENATE**

**MINUTES OF**  
**The Academic Senate Executive Committee**  
**Tuesday, September 22, 2009**  
**01-409, 3:10-5:00 p.m.**

- I. Minutes: none.
- II. Communications and Announcements: none.
- III. Reports:
  - A. Academic Senate Chair: Fernflores reviewed the duties of all caucus chairs including filling vacancies and keeping colleagues informed.
  - B. President's Office: Howard-Greene reported on the challenge of students' alcohol abuse and rowdy behavior off campus. An ombudsman office will be set up to provide students with a place where they can voice their concerns and be referred to the appropriate offices on campus for assistance.
  - C. Provost: Koob announced that his number one priority is to make certain that all majors have a clear path to graduation.
  - D. Statewide Senate: Senator Foroohar announced that statewide met on September 10-11 and approved the resolution on CSU budget priorities for 2010-2011 and a resolution regarding the concern over the governor's delay in appointing a CSU faculty trustee. LoCascio reported on the system wide concern with remediation, graduation rates, seamless transfers, and the possibility of a 24<sup>th</sup> campus – CSUOnline.
  - E. CFA Campus President: none.
  - F. ASI Representative: Rugani announced that ASI wants to focus on outreach, advocacy, and accountability.
  - G. Caucus Chairs: Jankovitz (CSM) reported on a H1N1 meeting where it was recommended that anyone experiencing flu symptoms stays home. Cal Poly will have immunizations available for everyone on campus.
  - H. Other: none.
- IV. Consent Agenda: none.
- V. Business Items:
  - A. Recommendations Regarding DTA Committee Policies and Procedures for 2009-2010 (DTA Committee): Geringer presented the proposal, which provides the procedures for 2009-2010. M/S/F to approve the procedures for 2009-2010.
  - B. Resolution on Furlough Vote and Implementation Plan (Executive Committee): Fernflores presented the resolution, which attempts to capture the faculty's position on furlough vote and implementation guidelines. M/S/P to agendize the resolution.
  - C. Resolution on Furlough Implementation and Faculty Rights (Executive Committee): Foroohar presented the resolution, which requests that administrators refrain from imposing additional restrictions to the implementation of furloughs. M/S/P to agendize resolution.

D. Committee Charges for 2009-2010: Fernflores reviewed the charges for all Academic Senate committees.

E. Academic Senate and University committee vacancies: The following were approved:

College of Agriculture, Food and Environmental Science

Faculty Affairs Committee

Bob Spiller, Animal Science

College of Architecture and Environmental Design

Grants Review Committee

Dean Arakaki, Electrical Engineering

College of Liberal Arts

Budget & Long-Range Planning Committee

Paul Rinzler, Music

Grants Review Committee

John Soares, Journalism

Professional Consultative Services

Budget & Long-Range Planning Committee

Shannon Stephens, Athletics (interim)

Athletics Governing Board

Colette Frayne, Management

F. CONFIDENTIAL: naming of building.

VI. Discussion Items: none

VII. Adjournment: The meeting was adjourned at 5:00 p.m.

Submitted by



Gladys Gregory  
Academic Senate

**CALIFORNIA POLYTECHNIC STATE UNIVERSITY**  
**San Luis Obispo, California 93407**  
**ACADEMIC SENATE**

**MINUTES OF**  
**The Academic Senate Executive Committee**  
**Tuesday, October 13, 2009**  
**01-409, 3:10-5:00 p.m.**

- I. Minutes: none.
- II. Communications and Announcements: Fernflores announced the selection of the following faculty to the General Education Task Force: College of Architecture and Environmental Design – Alice Mueller, College of Agriculture Food and Environmental Science – Aydin Nazmi, College of Engineering – Linda Vanasupa, College of Science and Math – Samuel Frame, and College of Liberal Arts – Josh Machamer. Lee Burgunder is trying to find a representative from OCOB.
- III. Reports:
  - A. Academic Senate Chair: Fernflores reported that there is not enough communication between all of the various parties working on curricular issues. She is organizing a workshop for October 29 to bring representatives from the various groups together so that they can all get on the same page.
  - B. President's Office: none.
  - C. Provost: none.
  - D. Statewide Senate: none.
  - E. CFA Campus President: Saenz reported that CSU Dominguez Hills passed a resolution indicating a fast-track to eliminate programs based on next year's budget.
  - F. ASI Representative: none.
  - G. Caucus Chairs: none.
  - H. Other: none.
- IV. Consent Agenda: none.
- V. Business Items:
  - A. Committee vacancies for 2009-2010: The following were approved:

<u>Professional Consultative Services</u>	
Instruction Committee	Frank Vuotto, Library
Sustainability Committee	Brett Bodemer, Library
Intellectual Property Review Committee	Henri de Hahn, Architecture

- B. Resolution on the Cal Poly Statement on Commitment to Community (Morton, VP for Student Affairs, Zweifel, CAED Associate Dean): Morton and Zweifel presented this resolution, which request that the Academic Senate accept and endorse the Cal Poly Statement on Commitment to Community.

M/S/P to approve the following amendment:

RESOLVED: That the Academic Senate work with its University's administration in developing plans and strategies to ~~operationalize the goals~~ help realize the values of the Cal Poly Statement on commitment to Community.

M/S/P to agendize the resolution.

- C. Resolution on Addition to Academic Senate *Bylaws of the Academic Senate* to Include Process for First and Second Readings (Executive Committee): Fernflores presented the resolution, which provides guidelines to be used by the Academic Senate for first and second readings.

M/S/P to agendize the resolution with the following amendments.

- Line 30 • the motion to adopt the resolution must be moved and seconded before debate. It then
- Line 42 introduced and seconded. Discussion is suggestions for improvement and clarification are in order in first reading, but not
- Line 53 senators present, may waive this requirement. During second reading, After the motion has been moved and seconded amendments


- D. Approval of Academic Review Internal Reviewers: the following were approved: Heather Smith for Nutrition, John Soares for Agricultural Science, Keith Vorst for Food Science, Yarrow Nelson for Earth & Soil Sciences, and Wayne Howard for General Engineering.

VI. Discussion Items:

- A. Academic Programs: Dan Howard-Greene announced that over the summer, the establishment of ombudsman services was discussed where David Conn may soon be assuming a "leadership role" in addition to his other duties. Anticipated services include (1) more robust avenues for students to bring forward questions, concerns and complaints, (2) training and support for students in conflict/dispute resolution, and potentially also (3) training related to inclusive excellence.
- B. Enrollment Management: Provost Koob mentioned the efforts to increase the number of international and out of state students in order to reduce the budget shortfall. In addition, other possibilities are being considered in an effort to minimize the need to layoff faculty members.

VII. Adjournment: The meeting was adjourned at 5:02 p.m.

Submitted by,

  
Gladys Gregory  
Academic Senate

## ACADEMIC SENATE COMMITTEE VACANCIES FOR 2009-2011

### COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENTAL SCIENCE

#### Curriculum Committee (2009-2010)

##### **Robert Flores – AgEduc/C, Tenured (26 years at Cal Poly)**

I have been a faculty member at Cal Poly since 1983. During that time I have been involved in college and campus committees. I also worked as Cal Poly's representative in establishing a university in Costa Rica (EARTH University). My active schedule within the college and the department has prevented me from pursuing interests in the Academic Senate. Travel to visit student teachers and my role as the campus coordinator for the California Agricultural Leadership Program have forced me to avoid additional commitments. I recently gave up my position as the department head so I can pursue some other interests within the university.

At the present time, I am completing a 3-year term on the CAFES Curriculum Committee. I am currently serving as the chairperson of the committee. It is somewhat of a natural progression to serve the college and the university in this capacity.

The direction of the institution continues to evolve. The Curriculum Committee has a tremendous responsibility in providing direction. I would like to be a part of the decision-making process as a committee member and representative of CAFES.

#### Distinguished Scholarship Award Committee

#### Instruction Committee (2009-2010)

### COLLEGE OF ARCHITECTURE AND ENVIRONMENTAL DESIGN

#### Faculty Affairs Committee

##### **Graham Archer – Arch Engr, Tenured (8 years at Cal Poly)**

I would like to serve on the Faculty Affairs Committee as the CAED representative. Having previously served on the committee I am well aware of the important advisory role the committee serves with regard to faculty policy and procedures. I believe this particularly true in these tough economic times -- especially in the face of furloughs.

##### **Henri de Hahn – Architecture,**

My interest in serving on the Faculty Affairs Committee is that I bring a wealth of experience in all matters related to the creation and administration of the policies as described on Cal Poly's Senate web page under Faculty Affairs Committee.

I have been a faculty member in a variety of institutions (since 1985), here and abroad, worked diligently and diplomatically on sensitive issues, and served and chaired numerous committees that touched on the issues of procedures, policies and their correct implementation. My daily responsibilities as a Department Head require me to be mindful of all issues related to human resources as faculty progress through their tenure at Cal Poly.

#### Grants Review Committee

#### Instruction Committee

#### Research & Professional Development Committee (2009-2010)

##### **Marc J. Neveu, Architecture, Tenured Track (3 years at Cal Poly)**

Please accept this statement as evidence of my interest in participating in the Research and Professional Development Committee. My interest in the committee is based on my keen desire to develop the teacher / scholar model at Cal Poly. Since my arrival to Cal Poly in 2007, first as a

lecturer and for the past two years as a probationary faculty member, scholarship has been an essential component to my professional development. The majority of my scholarship deals specifically with the history and theory of pedagogy and, as a result, my writing heavily impacts my teaching. I have demonstrated this in the organization and assessment of both seminars and studios as well as in the topics of the History Surveys.

*2009 Key Accomplishments:*

- Publication in the inaugural *Getty Research Journal*.
- Forthcoming publication in *Chora* 6.
- Chapter in forthcoming edited volume from Ashgate Press.
- Guest Editor for upcoming *Journal of Architectural Education*.
- Six (6) Peer reviewed publications (published since January 2009 and forthcoming).
- Six (6) Peer reviewed presentations (since January 2009 and forthcoming).
- Two (2) Sessions Chaired at National Conferences (since January 2009 and forthcoming).

During 2008-09 I was a member of the CTL Junior Faculty Learning Community and I very much enjoyed the opportunity to meet and work with faculty from other disciplines. I look forward to the opportunity to do the same with the Research and Professional Development Committee.

Please do not hesitate to contact me should you require further information.

## **COLLEGE OF SCIENCE AND MATHEMATICS**

Curriculum Committee

Instruction Committee

INTELLECTUAL PROPERTY REVIEW COMMITTEE – 2009-2011 term (University Committee)

## **PROFESSIONAL CONSULTATIVE SERVICES**

Distinguished Scholarship Award Committee

Distinguished Teaching Award Committee

Fairness Board (2009-2010)

## **UNIVERSITY COMMITTEES**

CAL POLY PLAN STEERING COMMITTEE – 2 vacancies

COORDINATING COMMITTEE ON AIDS AND HIV INFECTION - 1 vacancy

INTELLECTUAL PROPERTY REVIEW COMMITTEE – 1 vacancy from CSM

UNIVERSITY UNION ADVISORY BOARD – 1 vacancy

Adopted:

**ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, CA**

**AS-\_\_\_-09**

**RESOLUTION ON AB 656**

1 WHEREAS, A robust public higher education system is crucial to the economic future of  
2 California insofar as it prepares and educates the state's future workforce; and  
3

4 WHEREAS, The CSU and the UC systems receive their funding through the state general fund;  
5 however, there is no dedicated source of supplemental funding for these institutions  
6 when there are increases in economic growth or student enrollment; and  
7

8 WHEREAS, Higher education in the State of California has received a declining share  
9 of general fund appropriations for several decades. This has reversed the ranking  
10 of California from one of the highest funded per-student ratios in the nation to one  
11 of the lowest in the nation thus creating an unprecedented educational crises in the  
12 state; and  
13

14 WHEREAS, Thousands of eligible students are denied access to higher education  
15 each year while California's need for college-educated workers is outpacing the  
16 state's ability to produce them, and that gap is expected to widen if the situation is  
17 not remedied; and  
18

19 WHEREAS, The current economic crises in the State of California further exacerbates  
20 the problem of inadequate funding for public higher education; and  
21

22 WHEREAS, Assembly Bill 656 is legislation that proposes a new oil and gas severance  
23 tax, the revenue of which would constitute a dedicated supplemental source of  
24 funding for public higher education; and  
25

26 WHEREAS, California is the third largest oil and gas producing state in the United  
27 States, but the only major oil and gas producing state that does not have such a  
28 severance tax; and  
29

30 WHEREAS, The provision in the bill allowing for up to \$900 million per year in tax revenue to  
31 be invested should serve as a hedge against the possibility of declining revenues for  
32 public higher education in future years; therefore be it  
33

34 RESOLVED: That the Academic Senate of Cal Poly enthusiastically support Assembly Bill 656;  
35 and be it further

36 RESOLVED: That copies of this resolution be distributed to Warren Baker, President,  
37 California Polytechnic State University; Charles Reed, Chancellor, California State  
38 University; the Board of Trustees, California State University; the Hon. Alberto  
39 Torrico, Majority Leader, California State Assembly; the Hon. Sam Blakeslee,  
40 Minority Leader, California State Assembly; the Hon. Anthony Portantino,  
41 Chairman, Committee on Higher Education of the California State Assembly; the  
42 Hon. Charles Calderon, Chairman, Committee on Revenue and Taxation Code of  
43 the California State Assembly, Chairs of the Senate Appropriations and Budget  
44 committees, Chairs of the Assembly Appropriations and Budget committees, Chair  
45 of the Senate Education Committee, Chair of the Assembly Budget Subcommittee  
46 on Education, Finance, and Legislative Leadership.

Proposed by: Academic Senate College of Engineering  
Caucus

Date: November 2 2009

## **AB 656 — Higher Education: Oil and Natural Gas Extraction Tax**

**Author: Assemblymember Alberto Torrico**

### **OVERVIEW**

- AB 656 provides a stable, dedicated funding source to augment state support for public higher education instruction.
- AB 656 creates the California Higher Education Fund (CHEF) to receive revenues from a 9.9% tax placed on oil and natural gas extracted in the state. (By comparison, Alaska has an oil and natural gas extraction tax of 25%.)
- California – the nation's third-largest producer of oil – is the only oil-producing state that does not have an ongoing "extraction" (sometimes called "severance") tax.
- The CHEF is modeled after a Texas foundation in place for nearly 100 years that uses revenues from investing their extraction tax proceeds to fund construction costs at the University of Texas.
- The CHEF would allocate funds to the California Community Colleges, the California State University, and the University at California to pay for instructional costs.
- The board overseeing CHEF would be comprised of appointees by the CSU Board of Trustees, UC Board of Regents, Community College Chancellor, Assembly Speaker, State Treasurer and Senate Rules Committee, and would include a CSU and UC employee and student.
- AB 656 contains oversight provisions to prevent oil and natural gas extractors from passing the new tax onto consumers through higher prices for oil, natural gas and related products.
- During periods of declining state support for higher education and consecutive multi-year increases in student fees, AB 656 will provide a stable source of funding across all segments of public higher education.

### **BACKGROUND**

A recent Public Policy Institute of California (PPIC) study concluded California's need for college-educated workers is outpacing the state's ability to produce them – and that gap is expected to widen in the future.

The PPIC report concluded that the growing unmet need for an educated workforce will undermine California's ability to address the state's current economic crisis and future economic growth.

Unfortunately, the state general fund is unable to fulfill this need and state funds are being taken away rather than supplied. Therefore, to address the state's economic needs the state must find additional resources to fund higher education to keep pace with the state's growing demand for a skilled workforce.

At the CSU alone, years of budget cuts already have resulted in thousands of eligible students being denied access, while students fortunate enough to enroll at a CSU campus face mounting fee increases and deep cuts in the number of classes available.

Adopted:

**ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, CA**

**AS-\_\_-09**

**RESOLUTION ON INCOMPLETE "I" AGREEMENTS**

1 WHEREAS, The Cal Poly catalog indicates that an Incomplete "I" grade signifies that a portion  
2 of the required coursework has not been completed and evaluated in the prescribed  
3 time period due to fully justified reasons and there is still a possibility of earning  
4 credit; and  
5

6 WHEREAS, CSU Executive Order 1037 requires that the conditions for removal  
7 of the Incomplete be "reduced to writing by the instructor and given to the student  
8 with a copy placed on file with the appropriate campus officer until the Incomplete  
9 is removed or the time limit for removal has passed;" and  
10

11 WHEREAS, AS-569-01/1C *Resolution on Incomplete "I" Agreements* established a policy to  
12 encourage the use of the "I" Grade Agreement form as a means of documenting  
13 the conditions for converting an "I" grade to a letter grade; and  
14

15 WHEREAS, The current policy set forth in AS-569-01/1C does not explicitly require the  
16 conditions for removal of the Incomplete grade be put in writing and be given to  
17 the student; and  
18

19 WHEREAS, The online grade roster on PeopleSoft will be enhanced with an additional feature  
20 to prompt and require the instructor to enter the conditions for removal of the  
21 Incomplete grade, which can be viewed and agreed upon by the student, and  
22 therefore be it  
23

24 RESOLVED: That AS-569-01/1C be repealed; and be it further  
25

26 RESOLVED: That instructors shall be required to use the feature on the online grade or class  
27 roster to provide the conditions for removal of the Incomplete grade in writing for  
28 the student receiving the Incomplete grade to review and accept; and be it further  
29

30 RESOLVED: That these changes be implemented beginning Fall 2009.

Proposed by: Academic Senate Instruction Committee  
Date: November 2 2009

# Background Materials

- **CSU Executive Order 1037**

E.O. 1037 defines the Incomplete "I" grade and requires the following:

*The conditions for removal of the Incomplete shall be reduced to writing by the instructor and given to the student with a copy placed on file with the appropriate campus officer until the Incomplete is removed or the time limit for removal has passed.*

The full text of E.O. 1037 can be found at <http://www.calstate.edu/EO/EO-1037.html>.

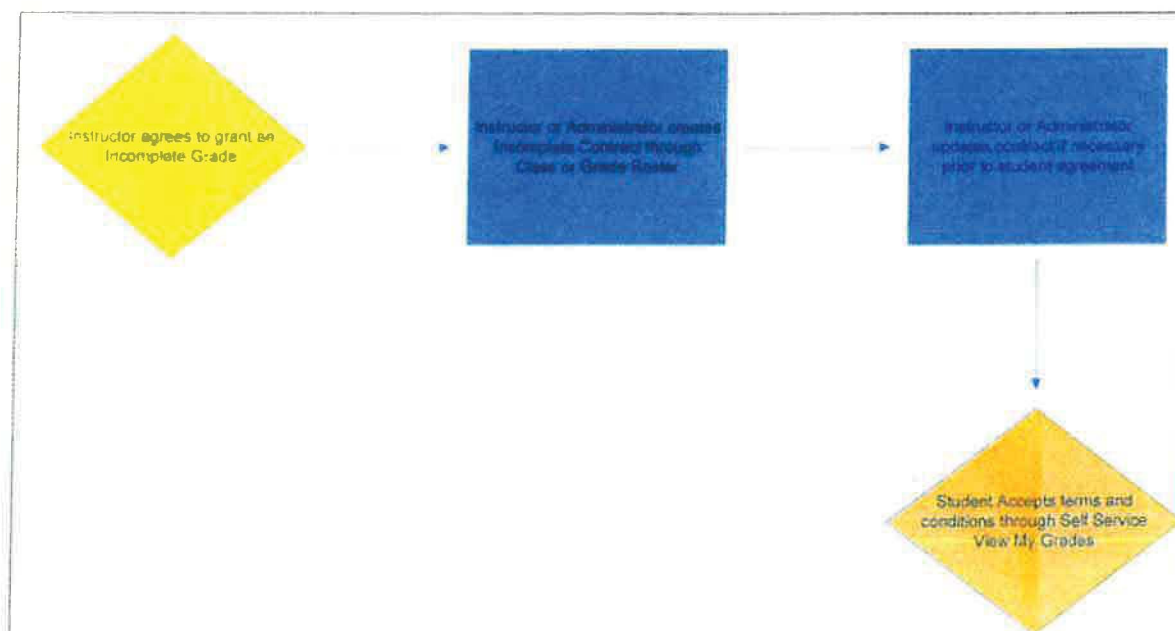
- **AS-569-01/1C Resolution on Incomplete "I" Agreements**

AS-569-01/1C includes an agreement form to allow instructors to describe what the students must do to convert the "I" grade into a letter grade. However, the resolution only "strongly encourages" instructors to use the form. The full text of AS-569-01/1C and the agreement form can be found at <http://www.calpoly.edu/~acadsen/Resolutions/2000-2001/AS-569-01-IC.pdf>.

- **Online grade roster on PeopleSoft**

Following the issuance of E.O. 1037, the Chancellor's Office provided to all CSU campuses a new feature on the online grade and class rosters on PeopleSoft that requires instructors to create an online Incomplete grade contract which can be reviewed and either accepted or declined by the student receiving the Incomplete grade. Attached are sample screenshots from the PeopleSoft system that will be used for grade submission in December 2009.

## Process Flow



## Class Roster

**Faculty Center**

**Class Roster** [View FERPA Statement](#)

**10134 - ENGL 100 - Composition**

**Class Roster Information**

Course	ENGL 100	Institution	CSU Semestar University
Title	Composition	Term	Summer 2009
Class Number	10134	Session	Six Week - First
Class Section	01	Career	Undergraduate
Component	Seminar		

Day	Tues Wed Thurs	Instructor	Burns,Bob
Time	9:00AM 11:30AM		
Room	LA1 Room 204		

[Permission Numbers](#)

\*Enrollment Status  [change](#)

Total Students 2 Enrollment Capacity 25

**Enrolled Students** [Customize](#) | [Find](#) | [View All](#) | [First](#) 1 of 2 [Last](#)

ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level	Incomplete Contract
1 LP0000006	Luna,Mesa	GRD CR/NC	3.00	Undergraduate Degree - Music BA	Sophomore	<a href="#">Update</a>
2 LP0000007	Winkle,Pen	GRD CR/NC	3.00	Undergraduate Degree - Anthropology BA	Sophomore	<a href="#">Add</a> 

[PRINTER FRIENDLY VERSION](#)

## Create Contract

### Incomplete Contract

EmpID: LP0000008 Mesa Luna  
Career: UORD Undergraduate  
Institution: CSUSU CSU Sacramento University  
Term: 2003 Summer 2009  
Class No: 10134 ENGL 100, Section 01 (3 Units)  
Instructor: Bob Burns

#### Incomplete Contract Data

'Reason Code: Medical  
'Grade Without Further Work: F Q  
'Deadline For Completion: 09/21/2010

#### Work Required for Removal of T Grade

Description	Completed	Date Completed
Final Paper	<input type="checkbox"/>	

Created By: LPHYSICK 09/28/2009

Last Updated:

Date Accepted By Student:

Example: According to CSU policy, the "T" symbol indicates that a portion of the required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the "incomplete." An "incomplete" must be made up by the earliest of the following three dates: (1) one calendar year from the last day of the term in which the "T" grade was assigned, (2) the "Deadline for completion" indicated by the instructor below on this form, or (3) the degree conferral date for a graduating student. In the event that the course requirements are not completed by the deadline, the grade indicated below by the instructor will be the grade posted by Enrollment Services. If no grade is indicated below, the "T" will be converted to an "F." A student may not graduate with an "T" on his transcript, and no posted grade can be changed after a student's graduation date.



The California State University  
COMMON MANAGEMENT SYSTEMS  
Student Records

Incomplete Contract

## Grade Roster

Faculty Center

Grade Roster

[View FERPA Statement](#)

**ENGL 100 - 01** Composition

Seminar (10134)

Meeting Information

**Days & Times** TuWeTh 9:00AM - 11:30AM  
**Room** LA1 Room 204  
**Instructor** Bob Burns  
**Meeting Dates** 6/15/2009 - 8/21/2009

\* **Grade Roster Type** Final Grade ☐ Display Unassigned Roster Grade Only  
\* **Approval Status** Not Reviewed

< add this grade to all students

Student Grade		Requirement Designation	Transcript Note	1 of 1		
ID	Name	Roster Grade	Official Grade	Incomplete Contract	Career	Grading Basis
1 LP0000005	Luna, Mera	I		Add	Undergraduate	GRD CR/NC

[PRINTER FRIENDLY VERSION](#)

## Student Self Service

Mesa's Student Center

**Academics**

Enrollment  
[My Class Schedule](#)  
[Wish List](#)  
[Add a Class](#)  
[Drop a Class](#)

Academic History  
[Grades](#)  
[Degree Progress](#)

other academic...

**This Week's Schedule**

Class	Schedule
BIOL 304-01 LEC (1446)	Tu 3:00PM - 5:45PM PH1 Room 223 <a href="#">weekly schedule</a>

SEARCH FOR CLASSES

**Holds**  
No Holds.

**To Do List**  
No To Do's.

**Enrollment Dates**  
[Open Enrollment Dates](#)

## Student Self Service

Mesa Luna go to...


[View My Grades](#)

Summer 2009 | Undergraduate | CSU Semester University [change term](#)

▼ **Class Grades - Summer 2009**

**Official Grades**

Class	Description	Units	Grading	Grade	Grade Points	Incomplete Contract
<a href="#">ACCT 201</a>	Elem Financial Accounting	3.00	Graded (CR/MC Available)	B	9.000	
<a href="#">ENGL 100</a>	Composition	3.00	Graded (CR/MC Available)	I		<a href="#">Accept</a>



## Student Self Service

### Assignment of Incomplete Grade Contract

**Name:** Mesa Luna  
**Term:** Summer 2009  
**Class:** ENGL 100, Section 01 (3 Units)  
**Instructor(s):** Bob Burns

Example: According to CSU policy, the "I" symbol indicates that a portion of the required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the "Incomplete." An "Incomplete" must be made up by the earliest of the following three dates: (1) one calendar year from the last day of the term in which the "I" grade was assigned, (2) the "Deadline for completion" indicated by the instructor below on this form, or (3) the degree conferral date for a graduating student. In the event that the course requirements are not completed by the deadline, the grade indicated below by the instructor will be the grade posted by Enrollment Services. If no grade is indicated below, the "I" will be converted to an "F." A student may not graduate with an "I" on the transcript, and no posted grade can be changed after a student's graduation date.

#### Incomplete Contract Data

**Reason Code:** Medical  
**Grade Without Further Work:** F  
**Deadline For Completion:** 08/21/2010

#### Work Required for Removal of I Grade

Description	Completed	Date Completed
Final Paper		

☐ I acknowledge that I have read and agree to the above Terms and Conditions.

Adopted:

**ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, CA**

**AS-\_\_-09**

**RESOLUTION ON GRADE FORGIVENESS**

1 WHEREAS, AS-645-06 *Resolution on Grade Forgiveness* established that students may repeat  
2 courses for grade forgiveness only in courses that a grade of D+, D, D-, F or WU  
3 was received; and  
4

5 WHEREAS, CSU Executive Order 1037 included a policy on *Course Repeats and Grade*  
6 *Forgiveness* that allows students to repeat an individual course for grade  
7 forgiveness, if they earned grades "lower than a C;" and  
8

9 WHEREAS, CSU Executive Order 1037 does not allow individual campuses to be more  
10 restrictive on 'forgivable' grades; and therefore be it  
11

12 RESOLVED: That AS-645-06 be repealed; and be it further  
13

14 RESOLVED: That undergraduate students be permitted to repeat up to 16 units for grade  
15 forgiveness in courses that they earned grades lower than a C, which is limited to a  
16 grade of C-, D+, D, D-, F, or WU; and be it further  
17

18 RESOLVED: That courses for which the original grade was a result of academic dishonesty are  
19 not eligible for grade forgiveness; and be it further  
20

21 RESOLVED: That any course is eligible for grade forgiveness one time only; and be it further  
22

23 RESOLVED: That these changes be implemented beginning Winter 2010.

Proposed by: Academic Senate Instruction Committee  
Date: November 2 2009

## Background Materials

- **CSU Executive Order 1037**

E.O. 1037 includes a policy of repetition of courses with the following requirements:

*B. Repetition of Courses*

*1. Undergraduate students may repeat courses only if they earned grades lower than a C.*

*2. Course Repeats with "Grade Forgiveness" (Grade forgiveness is the circumstance in which the new grade replaces the former grade in terms of the calculation of GPA, etc.):*

*2.a. Undergraduate students may repeat up to 16 semester-units (24 quarter-units) with grade forgiveness.*

*2.b. Undergraduate students may repeat an individual course for grade forgiveness no more than two times.*

*2.c. Grade forgiveness shall not be applicable to courses for which the original grade was the result of a finding of academic dishonesty.*

....

*4. Campuses may elect to be more restrictive on course repeats than the maxima listed above.*

The full text of E.O. 1037 can be found at <http://www.calstate.edu/EO/EO-1037.html>

- **AS-645-06 Resolution on Grade Forgiveness**

AS645-06 allows students to repeat "up to 16 units for grade forgiveness in courses that a grade of D+, D, D-, F or WU was received. The grade C- is not included in our current grade forgiveness policy. Our interpretation of the E.O. 1037 is that it allows individual campuses to be more restrictive on the number of credit units allowed and how many times a student can repeat a specific course, but not on which grades can/cannot be forgiven.

The full text of AS645-06 can be found at <http://www.calpoly.edu/~acadsen/Resolutions/2005-2006/AS-645-06.pdf>