



## MEMORANDUM

**To:** Executive Committee of Faculty Council (October 5, 2020)  
Faculty Council (October 25, 2020)

**From:** Professor Daniel Posen  
Chair, Committee on Examinations

**Date:** August 25, 2020

**Re:** **Clarification of Policy for Mandatory Assessments**

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### REPORT CLASSIFICATION

This is a routine or minor policy matter that will be considered by the Executive Committee for approving and forwarding to Faculty Council for information.

### BACKGROUND

Existing [Academic Regulations](#) provide that instructors may request that credit for a course be withheld in the event that a student has not completed a major piece of session work. Current regulations include some ambiguity regarding what constitutes reasonable notice. The proposed rule aims to clarify these requirements.

The following passage reproduces the existing policy, with proposed changes indicated.

### MODIFIED REGULATION

INC (incomplete): Notwithstanding the mark obtained by a student in a course, the instructor may report the designation "incomplete" in addition to the student's final course mark, if:

- a. a student has not made a reasonable attempt to complete major session assignments, projects, laboratories, tutorials, ~~tests, or the~~ thesis, final exam, or other coursework and
- b. the instructor announced, prior to the date to add or substitute courses, that the assignment would be considered mandatory.~~the instructor has made a reasonable effort to inform the student as early as possible in the session that an important part of the session work is incomplete.~~ If the instructor's report is confirmed by the Committee on Examinations, the student will be required to clear the incomplete status to receive credit for the course, ~~although~~ however, the original course mark will not be altered.

An incomplete status may be cleared by obtaining an evaluation of 50% or greater on the required course work which must be completed within a time period ~~specifies~~specified by the ~~professor~~instructor but not later than the end of the next corresponding session. A student who does not clear an incomplete course designation in the manner prescribed above will not receive credit for the course and the result will be treated as an F grade, i.e., Regulation IV-8 pertaining to the repeating or replacing of courses with F grades will apply.

#### **PROCESS AND CONSULTATION**

This proposal was approved by the Standing Committee on Examinations in June 2020.

#### **RECOMMENDATION FOR COUNCIL**

For information.