

**Incomplete grades (S/U credit only courses) which should lapse to "U"****(Reference #5)**

**Issue:** UH now gives students in S/U credit courses the option of receiving an "I" for incomplete coursework; after a year, "I" grades will be recorded as "U". Since PeopleSoft allows only one default terminal grade for all Incompletes and since "F" is more commonly used than "U", "F" will become the default grade for both letter graded and S/U credit courses.

**For Incomplete grades in S/U credit courses, UH will handle the lapse this way:**

Change UH process to allow instructor to assign only a "U" for an Incomplete in an S/U credit course

**Discussion of new process:**

Advantages -

- Terminal grade of "U" will already be available in the S/U credit course grading basis.
- Those students who did not complete an S/U credit course would already have a terminal "U" grade and can earn an "S" by completing the required coursework and getting a grade change.

Disadvantage -

- Upon student's completion of course requirements, faculty will need to do a grade change form to adjust the "U" to an "S".

**Other options considered:**

- 1) Use as delivered. "F" will be the default grade for S/U credit courses. After student completes course requirements, RAR would manually key in the "U" as faculty determines on a course adjustment form (grade change).
- 2) Change UH practice to disallow S/U credit courses.

**Eective summary:****Incomplete grades (S/U credit only courses) which should lapse to "U"****Premises:**

A year after a student earns an "I" grade, if the student has not yet earned a terminal grade, RAR runs a process to lapse the grade to an "F" for letter grade courses and a "U" for "S/U" credit courses. In PeopleSoft, we can select only one default grade when grades lapse.

**Options:**

- 1) Use as delivered. "F" will be the default grade for S/U credit courses. RAR would manually key in the "U" as faculty determines on a course adjustment form (grade change).
- 2) Change business process to disallow S/U credit courses.
- 3) Change business process to require instructor to assign a "U" for an incomplete in an S/U course.

**Recommend #3****Discussion:**

PS allows only one default grade, now set to "F", when we run the process to "lapse" Incomplete courses. In a limited number of cases, students who are granted an "I" in an S/U credit graded course, should have the grade default to a grade of "U." After the Incomplete process is run each semester, a query can be run to determine which students with Incompletes are in S/U graded only courses. Grades will have to be manually changed by RAR from "F" to "U". Volume of such changes should be low.

Option #3 would eliminate the problem. Faculty would be allowed in PeopleSoft to select either an "S" or a "U", not an "I". So there would be no lapsing required. When students complete requirements for the course, faculty would do a grade change form to change the "U" to an "S".