

**Announcements from the Dean's Office**  
**Tuesday, December 2, 2008**

1. No Chairs Meeting on December 16<sup>th</sup> or January 6<sup>th</sup> Happy Holidays!
2. Campus Holiday Breakfast-Friday, Dec. 5<sup>th</sup> 9:00-10:30am
3. Academic Affairs Holiday Luncheon- Dec. 12<sup>th</sup> 12:00-2:00pm
4. End of the Year Information

**Course Incompletes and Late Drops** – This semester a number of drop forms were submitted by students that did not meet the standard of a “serious and compelling” reason for withdrawing from a course. In the future please be aware that drops after the published deadline require written documentation – poor academic performance is not an acceptable rationale for dropping a class after the published deadline. An alternative for students who are doing passing work, but cannot complete the class by the end of the term, is to grant an incomplete. An incomplete is an agreement between you and the student that specifies what work (assignments, tests, papers) must be completed before you can assign a grade for the student. Copies of the Incomplete form should be kept by you, the student and the faculty support coordinator for your program. The student then has one year to complete the required work (at the end of the year if the student has not completed the work and you have not assigned a grade the student is automatically assigned a grade of F). A copy of the incomplete form is attached for your reference.

**Final Examinations** – Please be sure that you schedule your final examination according to the published final exam schedule

([http://www.csuci.edu/academics/schedule/2008/fall/16-final\\_examination\\_schedule.htm](http://www.csuci.edu/academics/schedule/2008/fall/16-final_examination_schedule.htm)). If you give a final examination, it must be administered at the assigned time during the final examination week. If your class does not include a final examination, you may schedule a class activity (such as presentations of student work) during the final exam time. The final examination time is part of the scheduled course hours and part of your assignment as an instructor.

**Grade submission** – Within the next week you will receive information and instructions from Damon Blue, the University Registrar concerning recording course grades. All course grades for fall 2008 must be submitted in PeopleSoft no later than midnight on December 19 (access to enter grades online will close at that time). **Please** do not wait until the evening of December 19! If you have not completed entry of your grades as the deadline for grade submission approaches, you should expect to receive a personal reminder from me about the critical importance of timely grade submission. If you have not logged in to PeopleSoft recently you should do so next week to ensure that you have appropriate access. Should you encounter any difficulties in accessing your grade roster in PeopleSoft technical or administrative staff will not be available to assist you after the close of business on December 19. Missing grades will delay a number of campus-wide processing activities and can have significant impact on individual student financial aid and academic standing.

**Text Book Adoption** – If you have not already submitted text book orders for spring 2009 any course you are assigned to teach, please do so now. In order to comply with

Senate Resolution 06-07 and meet our campus obligations to provide timely access to course materials in alternative formats for students with disabilities, all book orders for courses where instructors are currently assigned book orders are due at this time. If you have questions about the book ordering process or need to submit a book order please contact the faculty support coordinator for your program area.