OFFICE OF THE VICE PROVOST FOR UNDERGRADUATE EDUCATION
REQUEST FOR RETROACTIVE INCLUSION ON THE DEAN’S LIST OR DEAN’S COMMENDATION

INTRODUCTION: Eligibility requirements for Dean’s List and Dean’s Commendation for Part-Time Students exclude any student who is assigned an Incomplete grade during final grading. Only students who were ineligible because they were assigned an Incomplete grade may initiate a request for retroactive inclusion for Dean’s List or Dean’s Commendation based on individual circumstances. Petitions are reviewed by the Undergraduate Academic Council’s Committee on Academic Standing. In order to have this request reviewed, the final grade of no lower than a C for the course must be currently posted on the student record.

DEFINITIONS

● Dean’s List eligibility conditions: “Within the award semester, matriculated students must have completed at Albany a minimum of 12 graduation credits in courses graded A-E, with no grade lower than a C, and no incomplete (I) grades.”

● Dean’s Commendation for Part-Time Students eligibility conditions: “Within the award semester matriculated students must have completed at Albany a minimum of 6 graduation credits in courses graded A-E, with no grade lower than a C, and no incomplete (I) grades.”

● Definition of an Incomplete grade: “…a temporary grade requested by the student and assigned by the instructor only when the student has nearly completed the course requirements but because of circumstances beyond the student’s control the work is not completed. The date for the completion of the work is specified by the instructor…”

INSTRUCTIONS: Complete Section A and have your instructor complete Section B. Submit this completed form to the Office of the Vice Provost and Dean for Undergraduate Education in Lecture Center 30. You will be notified by email of the Committee on Academic Standing’s decision. (Please use a separate form for each individual course and semester.) Making false statements and/or filing forged documents and/or submitting false material to a University committee violates the standards of academic integrity. Such violations are subject to appropriate disciplinary action.

SECTION A. Name_________________________________________________ ID Number________________________

Email Address_______________________________________________________ Phone Number_____________________

*I am requesting retroactive inclusion on (check one) _____Dean’s List _____Dean’s Commendation for Part-Time Students

*I have ascertained that I have met all other conditions for eligibility with the exception of an Incomplete grade I received in the following course:

Catalog No. _______ Class No. _____ Credits _____ Term/Year _______ Instructor __________________________

______________________________

Student’s Signature Date

On a separate sheet, please explain why an exception should be made and include appropriate documentation.

SECTION B. TO BE COMPLETED BY INSTRUCTOR

[ ] I certify that an Incomplete was assigned for the course in accordance with University policy, as defined above:

a) the student had nearly completed the course requirements and

b) because of circumstances beyond the student’s control the work was not completed

[ ] The student completed requirements for the course as previously specified in a timely manner on the following date: ____________

______________________________

Instructor’s Signature Date

SECTION C. COMMITTEE ON ACADEMIC STANDING

[ ] Request not approved

[ ] Request approved.

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For the Committee on Academic Standing Date

Updated: 03/02/2009