

## Instructions to Faculty for Completing the Course Remediation/Completion Form

Each student who receives a grade of "F" or "I" will need to have a Remediation/Completion Form turned into the Office of Academic Affairs ( + H D W K H U K 5 J D P @ d a s e . e d u 368- ) at the time grades are submitted.

**COMPLETION PLAN:** For students with the grade of "I", the plan will outline what work must be done to fulfill the requirements of the course and the timeframe within which this will occur.

**REMEDIATION PLAN:** For students with the grade of "F", the plan will outline what remedial work the student must do, how the student will be assessed at the end of the remediation period, and the timeframe within which this will occur.

### PLEASE NOTE:

The course director should review the remediation or completion plan with the student and provide the student a copy of the plan. The course director should also submit a copy of the plan to the

Please also note that remediation occurs upon the decision of the Committee on Student Standing & Promotion after review of student progress in all courses and in consideration of the recommendation from the individual instructor. Course instructors should submit a remediation/completion form at the time grades are submitted, but should not proceed with remediation until they receive confirmation from the Committee and the Associate Dean for Education that the student is approved.

It is recommended that remediation be completed within 30 days from the date that final grades are submitted, but the timeframe can be adjusted at the discretion of the course director.

If the course director wishes to begin remediation before the Committee on Student Standing & Promotion meets, the course director may contact the Associate Dean for Education to determine if remediation can begin.

