

MEMORANDUM

TO: Fort Wayne Senate
FROM: Steven A. Hanke, Chair of the Education Policy Committee
DATE: 1/11/2021
SUBJ: Academic Regulation Change for Incompletes, Unremoved Incompletes and
Miscellaneous Grading Regulations

WHEREAS, the Fort Wayne campus's ability to grant Indiana University degrees will end June 30, 2021; and

WHEREAS, the Fort Wayne campus's grading regulations have been to such time a mixture of Indiana University and Purdue University grading rules; and

WHEREAS, the Fort Wayne campus's grading regulations for pass/no pass and satisfactory/unsatisfactory grade mode are not consistent with the other Purdue campuses; and

WHEREAS, the current Fort Wayne campus's grading regulations can create a disadvantage for its students since **all** incomplete and unremoved incompletes are handled in the manner of a regular grade mode, thus affecting GPA in those situations when an incomplete is not removed within the stated time period. That is, by current academic regulation the Fort Wayne campus's Registrar is directed to change all incomplete grades, regardless of grade mode, to IF for Incomplete Fail after one year. Thus, all unremoved incompletes affect GPA as an F grade; and

WHEREAS, the current Purdue Fort Wayne regulation regarding incompletes does not differ based upon grade mode, as other Purdue campuses do; and

WHEREAS, the official Purdue transcript is produced from the PWL student information system and the official key identifies four grades applicable to incomplete and unremoved incompletes for pass/no pass and satisfactory/unsatisfactory grade modes which are not currently established at the Fort Wayne campus;

BE IT RESOLVED, align PFW with PWL's grading regulations for incompletes and unremoved incompletes effective July 1, 2021; and

BE IT FURTHER RESOLVED, create four new Fort Wayne campus grades that are used currently by other Purdue campuses and establish them in the Fort Wayne student information system effective July 1, 2021. New grades related to Pass/No Pass coursework would be **PI** for an incomplete grade in a Pass/No Pass option and **IN** for a directed grade substitution of an unremoved incomplete in a Pass/No Pass option after the time limits specified in the current regulations. New grades related to Satisfactory/Unsatisfactory coursework would be **SI** for an incomplete grade in a Satisfactory/Unsatisfactory option and **IU** for a directed grade substitution of an unremoved incomplete in a Satisfactory/Unsatisfactory option after the time limits specified in the current regulations; and

BE IT FURTHER RESOLVED, the creation of the four new grades (PI, IN, SI and IU) will not change the faculty submission process of incomplete grades. For any incomplete regardless of grade mode, an instructor will enter an I grade. The student information system will account for both the instructor-submitted grade and the registered grade mode and automatically record a proper incomplete grade. As would appear on unofficial and official transcripts, this system-internal processing will result in an I grade if the registration was a regular grade option; a PI grade if the registration was a pass/no pass grade option; and SI grade if the registration was in a satisfactory/unsatisfactory graded course; and

BE IT FURTHER RESOLVED, if a PI or SI grade is not removed within the stated time period, the Registrar would be granted authority to direct a grade change from PI to IN or a grade of SI to IU, respectively, after one year, unless a request is submitted by the instructor and approved by the instructor's dean to extend the time limitation due to extenuating circumstances; and

BE IT FURTHER RESOLVED, Senate Document SD 16-45 (Amendment of the Academic Regulations (SD 85-18)) be amended as enclosed, with underlined, bolded language inserted and strike-out language removed.

Summary of the Proposed Changes to the Purdue University Fort Wayne campus Academic Regulations

| Current Regulation | | Proposed Regulation | |
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| 6.2: Semester grades. The following grades may be assigned: | | 6.2: Semester grades. The following grades may be assigned: | |
| Grade | Meaning | Grade | Meaning |
| A, A+, A- | Outstanding achievement | A, A+, A- | Outstanding achievement |
| B, B+, B- | Above-average achievement | B, B+, B- | Above-average achievement |
| C, C+, C- | Average achievement | C, C+, C- | Average achievement |
| D, D+, D- | Below-average achievement; lowest passing grade | D, D+, D- | Below-average achievement; lowest passing grade |
| Except in the computation of GPA, these grades are referred to simply as A, B, C, or D grades | | Except in the computation of GPA, these grades are referred to simply as A, B, C, or D grades | |
| F | Failure, or unauthorized discontinuance of class attendance; no credit | F | Failure, or unauthorized discontinuance of class attendance; no credit |
| I | Incomplete; a temporary record of passing work which (1) was interrupted by circumstances beyond the student's control or (2) represents satisfactory work-in-progress in an independent-study or self-paced course | I | Incomplete; a temporary record of passing work which (1) was interrupted by circumstances beyond the student's control or (2) represents satisfactory work-in-progress in an independent-study or self-paced course. <u>This grade does not affect GPA computations.</u> |
| IF | Unremoved Incomplete, Failing. Recorded for failure to achieve a permanent grade by the deadline stated in these regulations. | IF | Unremoved Incomplete, Failing; Recorded for failure to achieve a permanent <u>regular</u> grade by the deadline stated in these regulations. <u>This directed grade counts in all respects as a failing grade, affecting GPA computations.</u> |
| | | <u>IN</u> | <u>Unremoved Incomplete-Not Passing; for a credit course Taken under the pass/not-pass</u> |

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| | | | <p><u>option and in which the student received a PI grade. This directed grade counts the same as an IF grade except that it does not affect GPA computations.</u></p> |
| | | <u>IU</u> | <p><u>Unremoved Incomplete-Unsatisfactory; for a zero credit course in which a student received an SI grade. This directed grade counts the same as an IF grade except that it does not affect GPA computations.</u></p> |
| NC | Completion of the course as an auditor; carries no credit | NC | Completion of the course as an auditor; carries no credit |
| NP | Not passing grade when enrolled under the P/NP enrollment option Purdue University students who receive this grade will have a grade of N recorded on official transcripts. | NP | Not passing grade when enrolled under the P/NP enrollment option Purdue University students who receive this grade will have a grade of N recorded on official transcripts. <u>This grade does not affect GPA computations.</u> |
| NS | Not Submitted; assigned when a grade is not submitted by the instructor. | NS | Not Submitted; assigned when a grade is not submitted by the instructor. |
| P | Passing grade; under the P/NP option, equivalent to a grade of A, B, or C | P | Passing grade; under the P/NP option, equivalent to a grade of A, B, or C. <u>This grade does not affect GPA computations.</u> |
| | | <u>PI</u> | <p><u>Incomplete - Pass; no grade; same as I except that the student was enrolled in a credit course under the pass/not-pass option. It is a temporary record of passing work which (1) was interrupted by circumstances beyond the student's control or (2) represents satisfactory</u></p> |

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| | | | <u>work-in-progress. This grade does not affect GPA computations.</u> |
| S | Satisfactory, credit; awarded by the Registrar upon satisfactory performance in a course offered only on an S/F basis, or on a departmental/divisional examination, or another award of special credit, or completion of a zero- credit course. Purdue University students who receive this grade will have a grade of P recorded on official transcripts whenever the course involves one or more credits | S | Satisfactory, credit; awarded by the Registrar upon satisfactory performance in a course offered only on an S/ <u>U</u> basis, or on a departmental/divisional examination, or another award of special credit, or completion of a zero-credit course. <u>This grade does not affect GPA computations.</u> Purdue University students who receive this grade will have a grade of P recorded on official transcripts whenever the course involves one or more credits |
| | | <u>SI</u> | <u>Incomplete - Satisfactory; no grade; same as I except that the student was enrolled in a satisfactory/unsatisfactory graded course. It is a temporary record of passing work which (1) was interrupted by circumstances beyond the student's control or (2) represents satisfactory work-in-progress. This grade does not affect GPA computations.</u> |
| W | Withdrew; a record of the fact that the student officially withdrew from (dropped) a course or was administratively withdrawn from a course for nonpayment of fees after the end of the fourth week | W | Withdrew; a record of the fact that the student officially withdrew from (dropped) a course or was administratively withdrawn from a course for nonpayment of fees. after the end of the fourth week |
| 6.4: Incompletes. A grade of I is a temporary record of passing work which (1) was interrupted by circumstances beyond the student's control or (2) represents satisfactory work-in-progress in | | 6.4: Incompletes. A grade of I, <u>PI or SI</u> is a temporary record of passing work <u>for a course graded as regular, pass/no pass or satisfactory/unsatisfactory, respectively,</u> which (1) was interrupted by | |

an independent-study or self-paced course. A student must have a majority of the required coursework completed (as determined by the instructor) before the instructor is permitted to assign the grade of incomplete. The instructor who reports a grade of I shall file in the Registrar's Office a statement that includes the following information:

- The reason for the incomplete
- The requirements for completion of the course
- The grade for the course to date
- The time limit allowed for completion of the course, shall not exceed one calendar year. An instructor may change the incomplete to a regular letter grade if requirements for completion of the course are not met within the specified period.
- Given extenuating circumstances, and approval of the instructor and the instructor's dean/division director, the time limit may be extended for a period not to exceed one additional calendar year.
- The Registrar's Office shall change the I to an IF unless the student graduates or removes the incomplete within the time allowed.
- If the student re-enrolls in the same course while the incomplete is still on the record, and the course is not repeatable for credit, the original incomplete shall remain on the record

circumstances beyond the student's control or (2) represents satisfactory work-in-progress in an independent-study or self-paced course. A student must have a majority of the required coursework completed (as determined by the instructor) before the instructor is permitted to assign a grade of † incomplete. The instructor who reports a **an incomplete** grade of † shall file in the Registrar's Office a statement that includes the following information:

- The reason for the incomplete
- The requirements for completion of the course
- The grade for the course to date
- The time limit allowed for completion of the course, shall not exceed one calendar year. An instructor may change the incomplete to an appropriate grade if requirements for completion of the course are not met within the specified period.
- Given extenuating circumstances, and approval of the instructor and the instructor's dean/division director, the time limit may be extended for a period not to exceed one additional calendar year.
- The Registrar's Office shall change the **incomplete grade to a grade of IF, IN or IU for regular, pass/no pass, or satisfactory/unsatisfactory grade modes, respectively,** unless the student graduates or removes the incomplete within the time allowed.
- If the student re-enrolls in the same course while the incomplete is still on the

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| <p>permanently.</p> <ul style="list-style-type: none">• Students transferring resident credit for a course bearing an unremoved incomplete shall have the grade of I recorded for up to one calendar year from the date of admission to IPFW. At the end of this period, if the student has not graduated or provided evidence that the incomplete has been changed to a permanent grade, the Registrar's Office shall change any such unremoved incomplete to IF. | <p>record, and the course is not repeatable for credit, the original incomplete shall remain on the record permanently.</p> <ul style="list-style-type: none">• Students transferring resident credit for a course bearing an unremoved incomplete shall have the <u>incomplete</u> grade of I recorded for up to one calendar year from the date of admission to IPFW <u>but subject to the limitation of one calendar year from the time the grade was originally recorded at the relevant campus.</u> At the end of this period, if the student has not graduated or provided evidence that the incomplete has been changed to a permanent grade, the Registrar's Office shall change any such unremoved incomplete to <u>IF the unremoved incomplete grade to a grade of IF, IN or IU for regular, pass/no pass, or satisfactory/unsatisfactory grade modes, respectively.</u> from the date of admission to IPFW. At the end of this period, if the student has not graduated or provided evidence that the incomplete has been changed to a permanent grade, the Registrar's Office shall change any such unremoved incomplete to IF. |
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