

**INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE**

**EDUCATIONAL POLICY COMMITTEE**

To: Fort Wayne Senate

From: Educational Policy Committee

B. Bulmahn, chair

Date: October 18, 1996

Subject: Amendment to the academic regulations (SD 85-18): Incompletes

Disposition: To the registrar for implementation

Resolved, That the academic regulations be amended by inserting the underlined text and deleting the overstruck text as follows:

6.4 **Incompletes**. 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, such time limit not to 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. Indiana University students who receive this grade will have a grade of F recorded on official transcripts. ~~Such changes shall be made at the end of the second subsequent semester in which the student enrolls, unless an extension to the time period has been granted.~~

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 permanently.

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.