

MEMORANDUM

TO: Fort Wayne Senate

FROM: Bruce Abbott, Chair
Educational Policy Committee

DATE: 25 March 2010

SUBJ: Proposed Amendments to the IPFW Academic Regulations and Procedures:
Proposal to change Academic Regulation 6.4 – Incompletes

DISPOSITION: To the Presiding Officer for Implementation

WHEREAS, Academic Regulation 6.4 currently fails to define the grade of I (Incomplete) and the circumstances under which such a grade is to be awarded; and

WHEREAS, having such a definition would make it easier for instructors to defend their decision to grant or not grant a student's request for a grade of incomplete;

BE IT RESOLVED, that Academic Regulation 6.4 – Incompletes be amended as follows:

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 an independent-study or self-paced course. A student must have at least 75% 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, ~~such time limit shall~~ 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.

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.