

## Grade of Incomplete

### Background

The faculty may award a grade of incomplete in those instances when students are not able to complete a course because of extenuating circumstances, such as a hospitalization or military deployment. SPEA's policy for incompletes specifies the conditions under which an incomplete can be awarded. When the faculty member believes that an incomplete is appropriate, he or she is responsible for specifying the conditions and a timeframe, no longer than one year, for completing the work and for issuing a grade to replace the incomplete when the student finishes the course.

It is important for faculty to understand that the required forms must be completed and submitted to SPEA Student Services to allow for tracking of these requests.

Faculty should be aware that if the work has not been completed within a year, the grade automatically reverts to an F, unless the degree has been awarded. In this case, the grade of incomplete is frozen for a class that is not a required course, and the incomplete remains on the student's record in perpetuity. It is therefore important to ensure that the timeline for finishing the incomplete considers when the student is scheduled for degree completion.

The SPEA faculty has affirmed the IUPUI campus policy that the incomplete should not be used as a way of allowing a student to retake a course that has been completed. In this instance, a student who wants to improve a grade should be advised to retake the course and use grade replacement. SPEA Academic Advisors are available to assist the student with these circumstances.

There are instances, however, when a student may legitimately be asked to attend another term of a course or a portion of the term in order to remove the incomplete. Such a situation requires extenuating circumstances - for example, the student is incapacitated or impaired for some period of time and it is not practical, therefore, to finish the remaining work without a refresher. A student in this case should not re-enroll in the course. Instead, the student should make arrangements with the original instructor (and new instructor, if they are different) to sit in on the portions of the course that are needed. Upon the completion of the course, the old instructor is still responsible for completing the removal of incomplete process with input from the new instructor, as appropriate.

The IUPUI Office of the Registrar provides additional guidance for these instances or in those cases when the original instructor is not available to remove the incomplete (see <http://registrar.iupui.edu/incomp.html>). The Director of Academic Affairs and Director of Student Services are available to assist with these non-standard situations.

Removal of incompletes can be done using paper forms or electronically. The instructions for using SPEA's forms are given below; instructions for Electronic Grade Change (eGrade) are given at <http://registrar.iupui.edu/grchgfac.html> (select eGrade Change).

### Policy

A grade of 'I' (incomplete) may be assigned to a student who is unable to complete a course because of extenuating circumstances beyond the student's control, providing the student has completed at least 75% of the course requirements and the work is of satisfactory quality (passing). The work must be completed with one year or earlier as determined by the course instructor. The incomplete automatically reverts to an F (failing) if the work is not completed in the allotted timeframe established by the instructor.

### Responsibilities

- ✓ The student is responsible for initiating the incomplete request with the faculty member, for providing supporting documentation upon request, and for completing the required work within the specified timeframes.

- ✓ The faculty member is responsible for determining the conditions and timeframe for completing the course, and assigning the final grade upon completion of the course.
- ✓ The faculty member is responsible for completing the required documentation – SPEA’s Record of Incomplete in paper form (and submitting this to SPEA Student Services) and removal of ‘I’ or ‘R’ Grades electronically or using the paper form.
- ✓ The Recorder is responsible for copying the Removal of ‘I’ or ‘R’ form and transferring the original to the IUPUI Office of the Registrar.
- ✓ The Director of Student Services and the Director of Academic Affairs are responsible for assisting faculty with non-standard removal of incomplete requests.

## Procedure

***Routine Requests*** – A routine request is one in which the instructor who offered the course is the same as the one who is removing the incomplete.

1. The student contacts the faculty member to request the incomplete. The student should be prepared to provide documentation, if reasonably available, that supports the request.
2. If the faculty member approves the request, he or she determines the conditions for completing course and completes the Record of Incomplete Grade form. The Office of Student Services must have the Record of Incomplete Grade form in order to document and process the incompletes.
3. The faculty member enters the student’s grade of ‘I’ into the Official Final Grades tab for the course in Oncourse.
4. The student completes the work within the specified timeframe.
5. The faculty member assigns a final grade and completes the Removal of ‘I’ or ‘R’ Grades form (Removal of ‘I’ form) in paper format or changes the grade electronically.
6. The faculty member is responsible for providing complete information on the Removal of ‘I’ form (in paper format). The following information is required:
  - a. Univ ID – The student ID number can be found in Oncourse in the Official Final Grades tab.
  - b. Campus of Registration: circle IN
  - c. Subject – SPEA-V, SPEA-J, SPEA-E, SPEA-H, SPHA-H
  - d. Catalog No. – The catalog number is simply the number of the course (for example , for SPEA-V380, the catalog number is 380)
  - e. Grade – Enter the revised grade.
  - f. Term/Year – for example, Fall/2007
  - g. Term Code – SPEA Student Services will enter the proper code.
  - h. Class No. – In Oncourse, the class number appears on the tab for each course as the last entry - for example, FA 06 IN SPEA V380 **25506**. The class number is 25506.
  - i. Sign and date the form.
  - j. Student’s Last Campus: enter IUINA
  - k. School: enter SPEA

To extend a grade of ‘I,’ the grade ‘IX’ must be entered for the Grade. However, an extension cannot be processed without the Associate Dean’s signature, and the Director of Student Services can facilitate securing the Associate Dean’s signature.

7. The faculty member transfers the completed Removal of ‘I’ form to the SPEA Recorder.
8. The Recorder makes a copy of the completed Removal of ‘I’ form for tracking purposes and places the copy in the Removal of ‘I’ file.

9. The Recorder submits the completed Removal of 'I' forms to the IUPUI Office of the Registrar.
10. After the Office of the Registrar has processed the incomplete, SPEA receives a duplicate copy. The Administrative Assistant removes the copy and disposes of it for shredding. The Administrative Assistant places the duplicate from the Office of the Registrar in the student's file.

***Special Requests*** – A special request is one in which the instructor who assigned the incomplete unavailable or no longer attached to IUPUI.

1. When the original instructor is not available or no longer with the university, the Director of Academic Affairs will determine how the incomplete will be resolved.

### **Documentation**

- ✓ Record of Incomplete form (Attachment 1)
- ✓ Removal of 'I' or 'R' Grades form (Attachment 2)



### Removal of 'I' or 'R' Grades Form

<b>Name</b>			<b>Univ ID</b>			
Last	First	Middle	Ten-digit University ID Number			
CAMPUS OF REGISTRATION (circle one)			BL	CO		
			EA	FW		
			IN	KO		
			NW	SB		
			SE			
Subject	Catalog No.	Grade	Term/Year	Term Code	Class No.	Units
Indicate each Term/Year and Class Number in which student registered for course.						
NOTE TO INSTRUCTOR: Regulations provide that the Dean of the student's school must approve a Removal of Deferred Grade ( R ). The approval of the Dean of the student's school is also required when an Incomplete (I) is being changed to a Withdrawal ( W ), or when it is being changed to 'IX' to prevent conversion to 'F' after one year.						
			NOTE: If more than five term entries, submit additional form.			
Instructor's Signature Required			Date		Signature of Student's Dean required for "W," Removal of "R," or Extension of "I" Grade ("IX")	
STUDENT'S LAST CAMPUS: [ ]			SCHOOL: [ ]			
<b>REMOVAL OF 'I' OR 'R' GRADES</b> R089/0704 Office of the Registrar – Indiana University			SEND ALL COPIES TO THE OFFICE OF THE REGISTRAR		WHITE-REGISTRAR YELLOW-STUDENT'S DEAN PINK-INSTRUCTOR	

**Instructions**

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- c. Subject – SPEA-V, SPEA-J, SPEA-E, SPEA-H, SPHA-H
- d. Catalog No. – The catalog number is simply the number of the course (for example , for SPEA-V380, the catalog number is 380)
- e. Grade – Enter the revised grade.
- f. Term/Year – for example, Fall/2007
- g. Term Code – SPEA Student Services will enter the proper code.
- h. Class No. – In Oncourse, the class number appears on the tab for each course as the last entry - for example, FA 06 IN SPEA V380 **25506**. The class number is 25506.
- i. Sign and date the form.
- j. Student's Last Campus: enter IUINA
- k. School: enter SPEA

To extend a grade of 'I,' the grade 'IX' must be entered for the Grade. However, an extension cannot be processed without the Associate Dean's signature, and the Director of Student Services can facilitate securing the Associate Dean's signature.