

# UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Grades (number AP1101) (academic policy fiscal year and number)**  
Cabinet Division: **Registrar's Office (Enrollment Management)**  
Date Revised: 10/7/10 (approved by Chancellor)

## **I. Background and Purpose**

- 1.1 Presently Incomplete grades (I) do not expire to Failure (or other appropriate) final grade.
- 1.2 Presently In-Progress grades (IP) do not expire to Failure (or other appropriate) final grade.
- 1.3 The Federal Department of Education advises that transcripts should not be issued with Incomplete and/or In-Progress grades for past terms.
- 1.4 The Federal Department of Education strongly advises that degrees only be posted to transcripts with final grades (no Incomplete or In-Progress grades).
- 1.5 The Registrar's Office currently does not remove I or IP grades regardless of when the student was assigned the I or IP was earned.
- 1.6 A grade that can be used to replace outstanding Incomplete and In Progress grades needs to be created so that the Registrar's Office staff can expire the I and IP grades to a FINAL grade that does not adversely affect students' grade point average

## **II. Constraints**

- 2.1 There are no constraints—the grade can be created

## **III. Definitions**

- 3.1 See below.

## **IV. Policy Statements**

- 4.1 A grade of No Credit (NC) shall be added to the list of grades assigned at UWS.
- 4.2 The NC grade will not carry any grade points and will not be used to calculate term or cumulative grade point average.
- 4.3 The NC grade will not be calculated as attempted credit (since it replaces the I and IP, which do not count as attempted credit).
- 4.3 Faculty will not be able to assign a NC grade.
- 4.5 The NC shall be posted by the Registrar's staff only when expiring/changing an Incomplete (I) or In-Progress (IP) grade.
- 4.6 Degrees will not be posted to transcripts if there are any Incomplete (I) or In-Progress (IP) grades listed on a transcript.
- 4.7 Ultimately, it is the student's responsibility to ensure all I and IP grades have been replaced with regular grades prior to applying for a degree.

## **V. Policy Procedures**

- 5.1 When the Registrar is aware that a student, who is a candidate for graduation, has an I or IP grade listed on the her/his official transcript, the Registrar's staff will notify the Department Chair who houses the respective course and request the Chair submit a Change of Grade form.
- 5.2 The Department Chair will submit a Change of Grade form requesting I or IP grades be changed to a NC grade.
- 5.3 Upon receipt of the Grade Change form, the Registrar's staff will change the outstanding I or IP grade(s) to a NC grade.
- 5.4 If the student is currently enrolled, the Registrar's staff will notify the student (via an email) of the grade change.

## **VI. Compliance**

- 6.1 Approved by UAAC (9/14/10), Faculty Senate (9/21/10) and Chancellor Markwood (10/7/10)
- 6.2 No Consequences
- 6.3 No Required Reporting—other than to the Department Chairs and the affected students.

## **VII. Attachments**