

UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Incomplete Grade Lapse (number AP1102)**
Cabinet Division: **Registrar's Office (Enrollment Management)**
Date Revised: 11/16/10 (approved by Faculty Senate)

I. Background and Purpose

- 1.1. Presently Incomplete grades (I) do not expire (PeopleSoft term for expire is lapse) to Failure (or other appropriate) final grade
- 1.2 The Federal Department of Education advises that transcripts should not be issues with Incomplete grades for past terms.
- 1.3 The Federal Department of Education strongly advises that degrees should not be posted to transcripts with any Incomplete grades.
- 1.4 The Registrar's Office currently does not remove I grades regardless of when the student last earned the I.

II. Constraints

- 2.1 There are no constraints; this can be done within the PeopleSoft System

III. Definitions

- 3.1 See below

IV. Policy Statements

- 4.1 A grade of Incomplete (I) may be given by an instructor when a student has been engaged for at least two-thirds of the class, but has been prevented by emergency circumstances from completing the course. There should be, in the judgment of the instructor, a reasonable probability that the student can complete the course successfully without again attending regular class sessions or needing extensive instructor supervision.
- 4.2 Beginning Fall Semester 2010, Instructors who assign an I grade must submit a change of grade form (requesting the I be replaced by a regular grade A-F or P) by the end of the next Fall or Spring term.
- 4.3 If a grade change is not submitted by last day of the subsequent term, by the instructor who assigned the Incomplete grade (per university policy), the Registrar's Office will lapse the Incomplete grade to a Failing (F) grade the day after the last day of the term (last day of final exams).
- 4.4 Degrees will not be posted to transcripts if there are any Incomplete (I) grades listed on a transcript. Ultimately, it is the student's responsibility to ensure all I grades have been replaced with regular grades prior to applying for a degree.

V. Policy Procedures

- 5.1 Instructors, who have assigned I grades will be sent an email two weeks before the lapse date to remind them to submit a Change of Grade form, if they do not wish for the Incomplete grade to lapse to a F grade.
- 5.2 Students, who have outstanding I grades will be sent an email two weeks before the lapse date to remind them that their instructor must submit a Change of Grade form to the Registrar's Office to prevent I grade from lapsing to a F grade.
- 5.3 The day after the last day of the term (last day of final exams), the Registrar's Office will lapse the I grades from the previous term to F grades.
- 5.4 The Registrar's Office will send every student who has had I grade lapse to a F grade an email notifying the student this change has been made to their official transcript.

VI. Compliance

- 6.1 Approved by UAAC (10/26/10), Faculty Senate (11/16/10) and Chancellor Markwood (12/?/10)
- 6.2 No consequences
- 6.3 Faculty, Department Chairs and Enrollment Management staff are aware of this policy change.

VII. Attachments

- 7.1 None