

# UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Incomplete and In-Progress Grades-Graduate Students (number AP1113 G)**  
Cabinet Division: **Graduate Studies/Registrar's Office (Enrollment Management)**  
Date Created: 4/19/11 (approved by Graduate Council)

## I. Background and Purpose

- 1.1 There is no current separate Incomplete and In-Progress grade policy for Graduate students.

## II. Constraints

- 2.1 None

## III. Definitions

- 3.1 No grade below C earns graduate credit. A 3.00/4.00 cumulative grade point average (GPA) is required for graduation. Students with a cumulative GPA below 3.00 will be placed on probation until the required cumulative GPA is satisfied,
- 3.2 Incomplete grade is designated as an I
- 3.3 In-Progress grade is designated as n IP

## IV. Policy Statements

### Incomplete Grade

- 4.1 A grade of Incomplete (I) may be assigned by an instructor when a student has completed at least two-thirds of the class assignments, 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 within one calendar year.
- 4.2 Beginning Fall Semester 2011, 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) within one calendar year. If a grade change is not submitted by last day of the term not more than one year from the term in which the I grade was assigned, 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.

### In-Progress Grade

- 4.3 Beginning Fall Semester 2011, a grade of In-Progress (IP) may be assigned by an instructor in specially designated courses where the expectation is that students cannot finish the course within one calendar year. There should be, in the judgment of the instructor, a reasonable probability that the student can complete the course successfully within two calendar years without attending regular class sessions or needing extensive instructor supervision.
- 4.4 Courses meeting this requirement are student teaching, internships, capstones, thesis or exit projects. ONLY specific courses on file with the Registrar can be assigned IP grades. Refer to AP1107 for list of courses.
- 4.5 Instructors who assign an IP grade must submit a change of grade form (requesting the IP be replaced by a regular grade A-F or P) within two calendar years of the date IP grade was assigned. If a grade change form is not submitted by the end of two calendar years, by the instructor who assigned the IP grade (per university policy), the Registrar's Office will lapse the IP grade to a Failing (F) grade.

### Degree Posting

- 4.6 Degrees will not be posted to transcripts with Incomplete (I) or In-Progress (IP) grades listed on the transcript.
- 4.7 Any previously earned I or IP grades must be changed to NC (no-credit) grades prior to posting a degree. Refer to AP1101 for definition of NC grade.
- 4.8 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 See above

## VI. Compliance

- 6.1 Approved by Graduate Council (4/15/11)
- 6.2 No Consequences
- 6.3 No Required Reporting—other than to the department chairs and faculty and Graduate Council.

## VII. Attachments

- 7.1 none