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).
4.4 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