

UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **In-Progress Grades (number AP1107)**
Cabinet Division: **Registrar's Office (Enrollment Management)**
Date Revised: 2/15/11 (approved by Faculty Senate); 2/22/11 (approved by the Interim Chancellor)
Amended: 11/20/12 (by Faculty Senate); 11/25/12 (approved by Chancellor Wachter)
Amended: 1/29/12 (faculty and chancellor approval not required—just course number changes)

I. Background and Purpose

- 1.1 Presently In-Progress grades (IP) do not expire to a final grade
- 1.2 The Federal Department of Education advises that transcripts should not be issued with Incomplete (in-progress) grades for past terms.
- 1.3 The Federal Department of Education strongly advises that degrees should not be posted to transcripts that are not complete.
- 1.4 The Registrar's Office currently does not remove, or expire IP grades, regardless of how long ago the student earned the IP grade.

II. Constraints

- 2.1 There are no constraints

III. Definitions

- 3.1 IP=In-Progress Grade which does not count toward credits earned and does not carry grade points and therefore is not used when computing grade point average. Credits earned with an IP are not earned credits because an IP is not a final grade.
- 3.2 I=Incomplete Grade which does not count toward credits earned and does not carry grade points and therefore is not used when computing grade point average. Credits earned with an I are not earned credits because an I is not a final grade.
- 3.3 F= Fail Grade which does count in credits earned and does count in grade point average calculation.

IV. Policy Statements

- 4.1 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 a traditional term. There should be, in the judgment of the instructor, a reasonable probability that the student can complete the course successfully within one calendar year without attending regular class sessions or needing extensive instructor supervision.
- 4.2 Courses meeting this requirement are student teaching, internships, senior capstones, practicums or theses. ONLY the specific courses listed below can be assigned IP grades:
ANTH 301
ART 435, 497, 498, 635, 697, 698, 735, 797, 798, 799
BIOL 181, 281, 481, 491, 492, 496
CHEM 181, 281, 381, 481, 491, 496, 497
CHIN 399
CJUS 160, 301, 320, 491, 492, 498, 499
COAC 250
COMM 698, 798, 775, 780
COUN 750, 756, 758
CSCI ~~399~~, 498
ECON 301
EDAD 760, 761, 762, 763, 860, 861, 862, 863, 864, 867
ENGED 752
FNS 486, 490
FREN 399
GEOG 281, 298, 450, 481, 491, 491, 496, 498, 681
GEOL 281, 281, 491, 496, 681
GERM 399

HHP 188, 339, 422, 423, 424, 435, 458, 471, 490, 491, 492, 494, 495, 496,
HIST 301, 490, 495, 695
LSTU 301, 485, 488, 497, 499
MATH ~~399~~, 498
PHIL 301
PHYS 281, 381, 481, 681
POLS 301, 485, 499
PSYC
READ (ENGED beginning FA 11) 752
SOC 301, 497, 498, 499, 699
SO W 422, 427
SPED 775, 776
SPAN 399
TED 441, 442, 443, 444, 446, 448, 449, 450, 752
WST 301

- 4.3 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 one calendar year of date the IP grade was assigned. If a grade change form is not submitted by the end of one calendar year, 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.
- 4.4 Degrees will not be posted to transcripts with Incomplete (I) or In-Progress (IP) grades listed on the transcript. 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 UAAC (2/8/11), Faculty Senate (2/15/11) and Chancellor Markwood (2/22/11)
- 6.1.1 Amended by UAAC (10/9/12), Faculty Senate (11/20/12) and Chancellor Wachter (11/26/12)
- 6.1.2 Amended by UAAC (1/29/13), Faculty Senate & Chancellor approval not required (just CSCI/MATH course number changes)
- 6.2 No consequences
- 6.3 Faculty, Department Chairs and Enrollment Management staff are aware of this policy change.

VII. Attachments

- 7.1 no attachments