



## INCOMPLETE GRADES

No: SAAP 1-13

**Authority:** UWM Faculty Documents 1558, 1602 & 2536

**Initiator:** Academic Policy Committee

**Date:** September 2021 (revised)

June 2019 (revised)

June 2015 (reviewed)

November 21, 2002 (revised)

April 21, 1998 (revised)

May 12, 1987 (revised)

March 18, 1976 (original)

**Responsible Party:** Provost

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### INCOMPLETE POLICY FOR UNDERGRADUATES (Fac. Doc. #1558, 2536)

An incomplete may be given to a student who has carried a subject successfully until near the end of the semester but, because of illness or other unusual and substantiated cause beyond that student's control, has been unable to take or complete the final examination or to complete some limited amount of term work. An incomplete is not given unless the student proves to the instructor that s/he was prevented from completing course requirements for just cause as indicated above.

A course marked incomplete must be completed during the next succeeding semester, excluding summer sessions and UWinterim. If the student does not remove the incomplete during this period, the report of "I" will lapse to "F". With approval of the instructor, additional time may be granted through a request to the instructor for an Extended Incomplete ("EI"), including cases where the "I" lapsed to "F". The determination to assign an "EI" grade is at the sole discretion of the instructor or, if an instructor cannot be contacted, the department chair. The "EI" grade will lapse to "F" after one calendar year unless a final grade is awarded or another extension is requested by the instructor or department.

Incomplete ("I") or Extended Incomplete ("EI") courses may not be used to satisfy degree requirements. Incomplete ("I") or Extended Incomplete ("EI") courses will be converted to Permanent Incomplete ("PI") prior to degree posting if not required for graduation.

The PI does not change the impact of the 'F' grade on the student's record. It is equivalent to earning the @F grade in terms of how it affects the student's GPA and GPA credits.

### INCOMPLETE POLICY FOR GRADUATE STUDENTS (Fac. Doc. #1602)

An "I" (incomplete) is assigned by the instructor if the student is unable to finish all the requirements for the course during the original semester of enrollment. A grade of incomplete is

appropriate only when the following conditions are present:

- A. The student has done satisfactory work in a substantial fraction of the course requirements prior to grading time and provides the instructor with evidence of potential success for the remaining work.
- B. Extraordinary circumstances, not related to the performance in the class, such as illness or family emergency, have prevented the student from finishing the course requirements on time.

An incomplete will not be given to enable a student to do additional work to improve a grade. The instructor may deny a request for an incomplete and assign a letter grade based on the work completed to that point. It is the student's responsibility to initiate a request for an incomplete. Reasons for requesting the incomplete must be acceptable to the instructor. If approved, the instructor will indicate the conditions for the removal of the incomplete including the date for submitting all remaining work.

The student also is responsible for seeing that the incomplete is removed before the agreed deadline and that the instructor has reported the grade to the Graduate School.

The instructor may change the "I" to a letter grade (including an "F") or to a "PI" (permanent incomplete) if the deadline for completion has not been met.

If the instructor does not change the incomplete to a regular letter grade within one year from assigning the incomplete grade, the incomplete will be administratively recorded as a permanent incomplete ("PI"). (A "PI" is not computed into the grade point average.) This limitation prevails whether or not the student is enrolled. The "PI" symbol cannot be changed subsequently to a regular letter grade. A student wishing credit in a course for which "PI" has been recorded must register again and complete the designated requirements. A student may not reregister for a course in which an "I" remains on the transcript.

A student may graduate with a "PI" provided all degree requirements have been met. All incompletes ("I") must be removed or changed to a "PI" before the student may graduate. The student may graduate with "PI's" on his/her record, but not "I's."