

Motion by the Academic Policy Committee to Amend UWM *Selected Academic and Administrative Policies S-31 [Incomplete Grades]* to treat enrolled and non-enrolled students the same and allow all students the same amount of time to remove an incomplete before it lapses to an "F."

RATIONALE:

The origin of the current incomplete policy for undergraduates is unclear, thus it is hard to know the purpose of the differing approaches. Currently, undergraduates are required to complete a course marked incomplete during the first eight weeks of the next semester of enrollment (excluding summer sessions). If the student does not remove the incomplete within the first eight weeks of the next semester of enrollment, the incomplete lapses to a failure (F; audits for U; credit/no credit to NC). If the student does not enroll, the incomplete lapses to a withdrawal (W) after one year.

***2002-03 Academic Policy Committee***

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## INCOMPLETE GRADES

No: S-31

**Date:** April 21, 1998-Rev.(2)  
May 12, 1987--Rev.(1)  
(Original, March 18, 1976)

**Authority:** UWM Faculty Documents  
#1558 and 1602

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

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 first eight weeks of the next succeeding semester of enrollment, excluding summer sessions. An extension of time to the end of the semester is possible if extenuating circumstances prevent the student from completing the course during the first eight weeks. Extensions must be recommended by the instructor and approved by the dean of the student's school or college.

If the student does not remove the incomplete during the first eight weeks of the next semester of enrollment (excluding summer sessions), the report of "I" will lapse to "F". ~~If the student does not enroll, the report of "I" will lapse to "W" (withdrawal) after one calendar year.~~

### 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 the request 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."

**Supplement to Faculty Document No. 2356, September 10, 2002, November 21, 2002**

To: Professor Ron Perez, Chair, Rules Committee

From: Andrew Martin, Chair, Academic Policy Committee

Re: Policy on Incompletes

October 21, 2002

Dear Professor Perez

At its October 10 meeting the Academic Policy Committee once again took up the issue of the University policy on Incompletes and Withdrawals. After a fairly lengthy debate the committee came to the conclusion that the policy as amended by the APC, and forwarded to the Faculty Senate in September 2002, should be reconsidered by the Faculty Senate at its next meeting. The general feeling of the APC is that the current policy of allowing students eight weeks into the following semester, excluding summer sessions, offers the vast majority of students adequate opportunity to remove incompletes from their records. Although the situation and circumstances are sometimes different for students who withdraw from the University, there is at present no way for the Oasis system to differentiate between those students with incompletes and those who are no longer enrolled. Therefore, it seemed to the APC that the policy on incompletes and withdrawals should be equalized. That is, both those students with incompletes who remain enrolled and those who have incompletes but have withdrawn should be treated the same.

The APC further notes that there appear to be adequate safeguards and procedures within the system through which students may appeal for extensions, and other kinds of variations, to the eight-week policy.

Therefore, the Academic Policy Committee is requesting that the motion, as presented to the September meeting of the Faculty Senate, be returned for further consideration at the November 21 meeting of the faculty Senate.