University of Wisconsin Oshkosh College of Letters & Science Incomplete Grade Process for Undergraduate Level Courses

*A grade of Incomplete (I) may be assigned when the quality of work in a course submitted is satisfactory (***** that is, the student is currently passing the course), **and** at least two-thirds of the essential requirements of the course have been completed. Students may request incompletes for reasons such as illness, injury or other extenuating circumstances. Incompletes may also be assigned to students in project-centered courses in which instruction is highly individualized or in self-paced courses. In all cases, students **must** complete the work within one semester (not counting the summer term) following the award of the Incomplete.*

An extension of one semester only may be granted by petition to the faculty member and department chair; additional extensions must be approved by the Assistant Dean for Student Academic Policy or other designee of the Dean.

The Incomplete Form must be completed by the student, faculty member and department chair and must be filed in the COLS Dean's Office. At the end of the following semester, if the grade is not changed and an extension is not granted, the grade automatically changes to F. The instructor must complete a Change of Grade Form to change the grade.

Near the end of each semester, the Registrar's Office sends departments a list of students with "I" grades in their courses from previous semesters, including the name of the instructor who assigned the grade, as a reminder that a change of grade or an extension must be filed or the grade will default to an "F".

(Please Print/Type)

1. Student Name: _____ ID Number:_____
   Last First MI

2. Course: _____ _____ _____ _____ Term & Year: _____
   Dept Name Catalog # Section # 5-digit Class #

3. Is this a request to *extend* a previous incomplete? ____Yes ____No
   (If yes, submit a copy of this form with signatures of approval to the Registrar's Office)

4. ***** Estimated grade based upon exams and work submitted to date (see above) _____

5. Course work completed at time of request:
   ♦_____
   ♦_____

6. Course work to be completed: Have you attached materials (i.e., exam questions)? __Yes __No
   ♦_____
   ♦_____

7. Comments: Please use back of form or attach additional page for comments.

If all work is not completed by the end of the interim of the following semester, or an appeal for an extension is not granted, the **"I" grade will default to an "F". Please note:** Any other arrangements made between a student and instructor must be monitored by the instructor.

Faculty Name _____ Signature _____
(print)

Student Name _____ Signature _____
(print)

Department Chair Name_____ Signature _____
(print)

Assist Dean/Designee Name _____ Signature _____
(for extensions beyond one semester only) (print)

Department should distribute copies to faculty member, student and department chair; original is sent to Dean's Office. Note: The "I" grade may not be recorded in the Roster Grade column of the Titan Web grade roster unless this form has been completed and filed.