UW-Platteville Faculty Handbook: Teaching Policies

Title*:* Incomplete Grade

Keywords: incomplete grade, incomplete grade duration, incomplete grade on probation

Policy Approval Date: 2012-13

Policy Source and Authority for Approval: Faculty Senate

Policy Statement:
Sometimes it is appropriate, because of student illness or other unusual circumstances, to give a grade of incomplete. A student who begins a term on final probation may not receive a grade of incomplete in a course during that term without consent of the Dean of the college in which the course was taken. Any incomplete grade submitted which has not been approved will be recorded as an "F."

After a student receives an incomplete, it is the student's responsibility to complete all work and assignments necessary to complete the class requirements within six months (26 weeks) after the end of the term in which the incomplete is recorded. Unless a grade of incomplete is changed, or the Registrar is notified by the instructor of an extension up to six additional months, before the end of the standard six-month time limit, the incomplete will be changed to an "F."