



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.

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.

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: Last First MI ID Number:
2. Course: Dept Name Catalog # Section # 5-digit Class # Term & Year:
3. Is this a request to extend a previous incomplete? Yes No
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 (print) Signature
Student Name (print) Signature
Department Chair Name (print) Signature
Assist Dean/Designee Name (print) Signature
(for extensions beyond one semester only)

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.