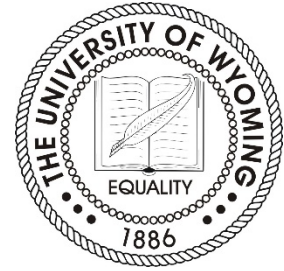

UNIVERSITY OF WYOMING REGULATIONS

Subject: Assignment and Removal of the Grade of I (Incomplete)

Number: UW Regulation 2-111



I. PURPOSE

To establish a policy regarding assigning and removing "I" grades and their effect upon graduation.

II. POLICY

A. A grade of I (incomplete) is a temporary grade assigned in those rare instances when no other grade will ensure justice to the student. An "I" given by the instructor should be accompanied by a written authorization setting forth:

1. the reason the course cannot reasonably be completed on time,
2. the tasks which must be performed to complete the course,
3. the date upon which the final grade will be received by the Office of the Registrar and which normally may not exceed 120 days beyond the end of the semester in which the "I" is given, and
4. the name of a substitute faculty member, if the instructor does not expect to be available to supervise completion of the course.

This information will be forwarded to the student and copies should be retained by the student, instructor, and a substitute faculty member.

B. The Dean of Students is authorized to petition for an "I" in the name of a student who has been incapacitated. If a student has suffered a severe medical, emotional, or personal problem, the 120-day limit for completing the course may be extended with the approval of the instructor and the Dean of Students.

C. In certain research courses designated to the Registrar by the Dean of the College, the date of submitting the final grade for the course may be set to exceed the 120-day limit at the discretion of the instructor.

D. If the final grade for the course is not received by the Registrar by the date in the authorization:

1. the "I" will revert to an "F" for a student who has not graduated in the interim, and
 2. the "I" will stand permanently for a student who has graduated in the interim.
- E. While an "I" stands in a course, that course shall not be counted for credit, grade points, or university or college graduation requirements. A student's term grade point average with all associated honors will not be re-determined when an "I" is removed.

III. ADMINISTRATIVE PROVISIONS

- A. Information regarding authorization and processing of incomplete grades may be obtained from the Registrar.
- B. The authorization form for individual students may not be used when extraordinary circumstances require the deferment of grade reporting for an entire class. In such instances the Dean of the College offering the course shall approve specific arrangements with the Registrar for the recording of grades.
- C. College Deans shall file a list of "research courses" with the Registrar. Authorizations received by the Registrar containing an extension beyond 120 days shall be forwarded to the appropriate Dean for approval or disapproval if the course is not listed with the Registrar.
- D. The 120-day period will be computed from the last day of a semester or the term during which the course was offered. To permit time for grading and delivery of the grade, instructors may establish an earlier time in the written authorization for the submission of completed coursework by the student.
- E. The requirement that the grade of "I" stand permanently for a student who has graduated in the interim is construed to not apply to those students who have filed with the Registrar prior to graduation permitting the course to be taken for application toward an advanced degree. In such cases the grade of "I" may be changed without regard to the intervening graduation if stated work is otherwise timely and satisfactorily completed.

IV. DIRECTIVE

The assignment of the grade of "I" shall be assigned only in accordance with the provisions of this regulation.

Effective Date: July 1, 2018

Responsible Division/Unit: Office of the Provost and Vice President for Academic Affairs

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: None

History:

University Regulation 720, Revision 1; adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 11/18/2010 Board of Trustees meeting

Revisions adopted 6/16/2015 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 6-720, now UW Regulation 2-111