The Graduate Faculty Council proposes adoption of the following recommendations from the Regulations and Requirements Committee. These recommendations were approved at the December 14, 1987 and January 25, 1988 meetings of the GFC (GFC Documents 503 and 504).

Motion 1:

The new Drop policy approved by the UWM Faculty Senate (Faculty Senate Document 1558) for undergraduate students be adopted for graduate students.

Rationale:

The more stringent timelines for dropping classes and a transcript designation for classes dropped after the fourth week are appropriate for graduate students as well as for undergraduates.

Motion 2:

The Withdrawal policy approved by the UWM Faculty Senate (Faculty Senate Document 1558) for undergraduate students be adopted for graduate students.

Rationale:

The more stringent timelines for withdrawal from classes and a transcript designation of withdrawals after the fourth week are appropriate for graduate students as well as for undergraduates.

Motion 3:

The following Incomplete policy be adopted for graduate students:

An "I" (incomplete) is assigned by the instructor if the student is unable to finish all the course 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 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 at that point. It is the student's responsibility to initiate a request for an incomplete. Reasons for requesting 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 their record, but not with "I's".

Rationale:

The GFC does not believe that the new Incomplete policy for undergraduate students which establishes an 8 week time limit for the completion of "I's" is appropriate for graduate students. Graduate course work is more complex and graduate students may experience more difficulty in obtaining the necessary resources to complete requirements (e.g., library references, computer time, study subjects, etc.). Nevertheless, the existing Graduate School Incomplete policy has proven to be ineffective with students frequently failing to complete their work in a timely fashion and neither faculty nor students apparently assuming responsibility for course completion.
The present policy in which a lapsed "I" becomes an "F" after one semester for enrolled students but a "W" after one year for students who do not enroll is not only confusing, but the resultant transcript grade designations do not clearly reflect the students' actual performance, e.g., "F" may indicate a lapsed "I" or a true failing grade; "W" may indicate a lapsed "I" or an actual withdrawal.

Thus, the Regulations and Requirements Committee of the GFC attempted to develop an Incomplete policy which would: (1) strengthen the existing policy by specifying the conditions under which an "I" can be awarded, (2) establish a reasonable and definite time limit for the removal of an Incomplete, and (3) adopt a grade of ("PI" - permanent incomplete) which would be used to reflect what occurred for students who fail to complete specific courses.

The Graduate Faculty Council

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UNIVERSITY OF WISCONSIN-MILWAUKEE DOCUMENT NO. 1558, MAY 12, 1987

APPROVED AS AMENDED
Recommendation of the University Committee for changes to the Current Drop, Withdrawal, Repeat, and Incomplete Policies for Undergraduate Students

DROP POLICY

Current Policy

Unless more stringent deadlines are established by individual departments, students may drop courses any time during the first eight weeks of classes with either departmental or instructor approval. From the beginning of the ninth week of classes until two weeks prior to the first day of the final examination period, students may drop classes only with the written approval of the instructor.

Recommended Change

Unless a shorter deadline has been established by an individual department and is stated in the Schedule of Classes, undergraduate students may drop courses with the written approval of either instructor or department through the end of the eighth week of classes. Students attempting to drop courses after the eighth week of classes may do so only for reasons of extraordinary circumstances not related to academic performance in the course. In order to do this, they must first obtain written approval from the instructor and then file a written petition with the advising office of their school or college. Only if both the instructor and the school/college approve will such drops be permitted.

All courses which are dropped after the fourth week of classes will remain on the student record and will be reflected on transcripts with the "W" symbol.

For courses which meet for less than the full academic semester (15-16 weeks), the above deadlines will be shortened in proportion to the length of the course as indicated in the Schedule of Classes.

WITHDRAWAL POLICY

Current Policy

Through the office of their academic dean, students may withdraw from all courses in a semester until two weeks prior to the first day of the final examination period.

Recommended Change

Through the office of their academic dean, undergraduate students may withdraw from all courses in a semester through the eighth week of classes. Withdrawals after the eighth week of classes may be granted on appeal only for reasons other than academic difficulty.

All courses from which a student withdraws after the fourth week of classes will remain on the student record and will be reflected on transcripts with the "W" symbol.
For courses which meet for less than the full academic semester (15-16 weeks), the above deadlines will be shortened in proportion to the length of the course as indicated in the Schedule of Classes.

REPEAT POLICY

Current Policy

Students are permitted to repeat courses as many times as desired, unless such repeats are specifically prohibited in Schedule of Classes course description copy. Except in the case of courses with variable content, all grades earned appear on the record, but only the highest grade is calculated into the grade point average.

Recommended Change

Unless a restriction is stated in the Schedule of Classes, undergraduate students may repeat any course only once. Under exceptional circumstances one more repeat may be allowed following approval of a written appeal to the advising office of the student's school or college. Except in the case of courses with variable content, all grades earned appear on the record, but only the highest grade is calculated into the grade point average.

INCOMPLETE POLICY

Preace

An incomplete may be given to an undergraduate 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.

Current Policy

A course marked incomplete must be completed in the next succeeding semester of enrollment but no later than the next calendar year.

If the student enrolls and does not remove the incomplete in the next semester of enrollment, 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 year.

Recommended Change

For undergraduate students, a course marked incomplete must be completed during the first 8 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, 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.

Implementation Schedule: Repeat Policy to start in Fall 1988; other policies to start in Spring 1988, if possible, but no later than Fall 1988.

RATIONALE:

Over the past year, UW System has encouraged each campus to review drop and repeat policies with a view toward assuring equitable access, supporting a commitment toward quality education, and making maximal use of available resources. In response to UWS concerns and at the request of the Faculty Senate (February 1987), the Academic Policy and University Committees embarked on a critical review of drop and withdrawal policies. At the suggestion of both the Registrar and several academic advising personnel, the withdrawal and incomplete policies were also incorporated in the review to maintain consistency. With the assistance of the Vice Chancellor's and Registrar's Offices who provided data sets, the committees completed the proposed revisions. Special Assistant to the Vice Chancellor Ruth Williams and directors of UWM's various minority/disadvantaged support programs provided significant input as the revisions were finalized.

The data sets revealed the following pertinent patterns:

1. The greatest drop activity occurs among those students originally enrolling for 13-19 credits (15 credits exhibited the highest drop rate).

2. The total drop percentage subsequent to the second week is 11.61% (based on Fall 1985). One half drop by the eighth week; the remaining one half by the last drop date (second to last week of the semester).

3. Urban 14 and UWS drop policies suggest that UWM has more "liberal" policies. The trend in both referents is an eight week drop policy, with the Urban 14 being slightly more "liberal."

4. The indication of "W" on transcripts after week four is the pattern in UWS.

5. During the Spring, 1984 to Fall, 1986 timeline, 11,487 students repeated courses. The vast majority are "one-time repeaters." Courses with the highest number of repeaters are those tied to programs with GPA and/or grade minimums (by courses) for admission to the junior year (e.g., engineering and business). Also, students in DEEO tend to repeat with higher frequency.
Thus, the University Committee and APC with input from appropriate others propose these revisions. The revisions collectively support the quest to provide equity, quality, and appropriate utilization of available resources.

University Committee

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