



# The University of Georgia

University Council  
Athens, Georgia 30602

October 14, 2016

## UNIVERSITY CURRICULUM COMMITTEE – 2016-2017

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Graduate Student Representative – Ms. Ashley E. Fallaize

Dear Colleagues:

The attached proposal for a new grade, IP (In Progress), will be an agenda item for the October 21, 2016, Full University Curriculum Committee meeting.

Sincerely,

William K. Vencill, Chair

University Curriculum Committee

cc: Provost Pamela S. Whitten  
Dr. Rahul Shrivastav




# The University of Georgia®

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Academic Affairs  
*Office of the Registrar*

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TO: University Curriculum Committee

FROM: Jan Hathcote, Ph.D.   
University Registrar

DATE: June 1, 2016

RE: New In Progress (IP) Grade Proposal

The definition of the Incomplete (I) grade is as follows:

“Incomplete. This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course. An Incomplete should not ordinarily be given unless the student has completed a substantial part of the course. The instructor of the course should indicate to the student the deadline for completing the work in the course. No more than three semesters (counting summer school as one semester) may be allowed to complete the work in the course, but the instructor may specify an earlier deadline. If an "I" is not satisfactorily removed after three semesters, the "I" grade will be changed to an "F" (or "U" grade for a course graded S/U) by the Registrar.”

In Spring 2016 there were approximately 900 incomplete (I) grades assigned by instructors. It does not seem likely that we have this many instances where “due to non-academic reasons beyond his/her control” students were unable to finish the classes. After talking with several instructors, there appear to be classes where the final paper is not due until the next semester, some classes (study abroad) begin at the end of one semester and end in the next, and there can be research issues where a problem came up with data collection or Human Subjects permissions that delayed research to be conducted, analyzed and written within a semester.

After checking with other USG system schools we discovered options for an In Progress (IP) grade for classes that might fall within a certain category that require additional time or the course offering crosses two semesters. Georgia State uses the IP grade for “dissertation, thesis, and project courses (such as student teaching, clinical practice, and internships).”

If approved by UGA, the new IP grade would be indicated in the course catalog and a new grade mode will need to be created to limit its use to only those courses approved to cross terms. The grade would be assigned by the instructor at end-of-term and uploaded with a final grade by the end of the following term. IP grade should be replaced by the instructor the next semester.

Please add this item to the University Curriculum Committee's fall 2016 agenda.

## Proposed In Progress (IP) Grade Definition

IP- In Progress: This grade can be assigned to any pre-approved course that requires additional time to complete and spans across no more than two semesters. The IP grade would be assigned by an instructor at the end of the first semester of the course and changed to the students' earned final grade by the instructor at the conclusion of the following semester. The IP grade is not included in the grade point average computation.

## Proposed Revisions to Incomplete (I) Grade Definition

I - Incomplete: This grade indicates that a student was doing satisfactory work and completed a substantial part of the course but for non-academic reasons beyond his/her control was unable to meet the course's full requirements. The Incomplete grade should only extend to the next semester that the student is enrolled, which must occur within three semesters following the assignment of the Incomplete. If an "I" is not satisfactorily removed after three semesters, the "I" grade will be changed to an "F" (or "U" grade for a course graded S/U) by the Registrar. This grade is not included in the grade point average computation.

### **Current Definition:**

I – Incomplete: This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course. An Incomplete should not ordinarily be given unless the student has completed a substantial part of the course. The instructor of the course should indicate to the student the deadline for completing the work in the course. No more than three semesters (counting summer school as one semester) may be allowed to complete the work in the course, but the instructor may specify an earlier deadline. If an "I" is not satisfactorily removed after three semesters, the "I" grade will be changed to an "F" (or "U" grade for a course graded S/U) by the Registrar.

Please note: To submit the final grade, the instructor follows the change of grade process. The student does not need to register for the course again. The "I" grade is not included in the grade point average computation.

<http://reg.uqa.edu/grades>