

## Incomplete Grades

### Why choose an incomplete grade?

An Incomplete or “I” grade allows a student extra time to complete a course that they’ve already started and couldn’t complete on time because of a non-academic emergency or other circumstances outside their control.

### What is an Incomplete?

University of Utah Policy 6-100 Part III.G.2 (<https://regulations.utah.edu/academics/6-100.php>) allows for incomplete grades in particular circumstances. An “I” or Incomplete grade designates that a student is in the process of completing a course, but has more assignments or exams to be graded before a final grade can be posted. An incomplete grade should be awarded when:

- A student is on track to pass a class. Passing will look different for each class, but is generally considered a 73% or higher.
- A student has 20% or less of a course remaining. This 20% can be determined by time (number of days or weeks in the semester) or by number of assignments. This should not be the number of points remaining in a course.
- Circumstances outside the student’s control prevent them from completing the course. This can include an injury, illness, family emergency, or other non-academic factor.

### How to begin the process for an Incomplete grade

You can always talk to the academic advising staff about whether or not an Incomplete grade is appropriate or how an Incomplete will affect an academic plan. However, instructors will need to approve an incomplete grade. Students will need to talk with instructors as soon as possible. An Incomplete grade is unlikely to be given after the last day of classes.

### Notes and Reminders

After one calendar year, the “I” will be changed to an “E” regardless of the student’s current grade in the class. This can be overridden by the instructor using a grade change form.

An Incomplete can delay the student continuing in their coursework. An “I” grade does not meet the prerequisite standards for any courses. The course must be completed in order to count as a prerequisite.

If an instructor agrees that an “I” grade is appropriate, the instructor and student should work together to make a clear and detailed plan for completion. The Advising Office strongly recommends keeping an Incomplete Contract (template below) to keep track of incomplete work, deadlines, and the student’s current grade in the class.

Instructors should give students work and exams that can be completed without participating in the class the following semester. (If this is not possible, then an “I” grade is likely not appropriate, and the student should re-enroll in the course the following semester.)

Course Name: \_\_\_\_\_

Semester Enrolled: \_\_\_\_\_

Current Grade (Percentage or Point Total): \_\_\_\_\_

Assignments to be Completed	Due Date

Exams to be Completed	Exam Date

Above are the required assignments and exams for completion of this course.

I understand that it is my responsibility to complete the above assignments and exams by the due dates listed. Upon completion, I will receive a letter grade based on the entirety of my work in the class.

\_\_\_\_\_

\_\_\_\_\_

Student Signature

Date

I understand that after the student completes the assignments and exams, I am responsible for grading their work and submitting a grade change form within two weeks of the final due date above.

\_\_\_\_\_

\_\_\_\_\_

Instructor Signature

Date