



ELECTRICAL & COMPUTER ENGINEERING

COLLEGE OF ENGINEERING
THE UNIVERSITY OF UTAH

Incomplete Grade Policy

Incomplete Grade: Defined

An “Incomplete” or “I” grade gives a student additional time to finish coursework they began but were unable to complete by the end of the term due to a non-academic emergency or other unforeseen circumstances beyond their control.

What is an ‘Incomplete’?

According to the University of Utah Regulations Office, an Incomplete (I) Grade can be given to a student in place of a letter grade temporarily:

[University of Utah Policy 6-100 Part III.G.2](#) - *The mark "I" (incomplete) shall be given and reported for work incomplete because of circumstances beyond the student's control. The grade of "I" should be used only for a student who is passing the course and who needs to complete 20% or less of the course. An "I" should not be used in a way that will permit a student to retake the course without paying tuition. If the student attends the course during a subsequent semester as part of the effort required to complete the course, the student must be registered (either as a regular student or for audit) in the semester in which the student attends.*

The 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 does not impact a student's GPA until a final grade is earned and posted to their transcript.

Incompletes are 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 coursework 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 the course.
- Circumstances, or extenuating circumstances, outside the student’s control prevent them from completing the course.
 - This can include an injury, illness, family emergency, or other outside non-academic factors.

Beginning the process for an incomplete:

You are encouraged to meet with your academic advisor in the Electrical & Computer Engineering department to discuss whether an Incomplete grade is appropriate and how it may impact your academic plan.

If an Incomplete grade will be pursued, we encourage you to also speak with your professor about the course you need an incomplete for.

Keep in mind that only your instructor can approve an Incomplete, so it's important to speak with them as soon as possible. In most cases, Incomplete grades are not granted after the last day of classes; we recommend reaching out to us at least 2 weeks before the last day of courses.

Incomplete grade policy & timeline:

If a student has not finished incomplete work within one calendar-year after the "I" was given, the "I" will be changed to an "E" by the Registrar's office. If the student graduates within one calendar year after receiving the "I," but before completing the work, the "I" will remain in the record, but will not contribute to credit toward graduation or the grade point average. If more time for the course is needed, an instructor may override the automatic change from an "I" to an "E" by submitting a grade change form (see Sec. I, "Change of Grade," below).

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 ECE 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.)



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Incomplete Grade Contract

Student Name (First & Last): _____

Student uNID: _____ Date of Submission: _____

Course Number & Section: _____ Course Name: _____

Course Instructor: _____ Term: _____

<u>Assignments to be completed:</u>	<u>Due Date:</u>

<u>Exams to be completed:</u>	<u>Due Date:</u>

Student Agreement: I acknowledge that I have been granted an Incomplete (“I”) grade for this course and understand that it is my responsibility to complete all outstanding assignments and exams by the agreed-upon deadlines. I understand that failure to submit the required work by these deadlines may result in a grade based only on the work completed, or in some cases, a failing grade. Upon submission of all required coursework, my final letter grade will be determined based on the full scope of my performance in the class.

Signature: _____ Date: _____

Instructor Agreement: I acknowledge that once the student submits all required assignments and exams by the agreed-upon deadlines, I am responsible for grading the work and submitting the grade change form within two weeks of the final due date.

Signature: _____ Date: _____

Please keep a copy of this for your record and send a copy to the advising team