

A GUIDE TO “INCOMPLETES” (OR “I” GRADES)

WHAT IS AN “INCOMPLETE” (OR “I” GRADE)?

According to the University of Utah’s official “Incomplete” Policy, 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, he/she must be registered (either as a regular student or for audit) in the semester in which he/she attends (see Sec. III. G. 2, “Incompletes”: <http://regulations.utah.edu/academics/6-100.php>).

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. An instructor may override the automatic change from an “I” to an “E” by submitting a grade change form (see Sec. III. I, “Change of Grade”).

IS AN “INCOMPLETE” (OR “I” GRADE) THE BEST OPTION FOR MY SITUATION?

You may consider asking for an “Incomplete” if a non-academic circumstance, such as an injury, severe illness, or family emergency, prevents you from completing all of your assignments or exams for a class.

However, if you have completed enough work to receive a passing grade in the class, you may want to accept the grade you are currently earning.

REMEMBER: If you take an “Incomplete” in a course and do not complete your remaining assignments within a year, your grade will automatically be changed to an “E.”

WHAT IS THE PROCESS OF OBTAINING AN “INCOMPLETE” (OR “I” GRADE)?

Speak with the instructor about options as soon as possible. You are unlikely to secure an “Incomplete” after the last day of classes. Regardless of your individual circumstances, “Incompletes” are only given at the discretion of a course’s instructor. An instructor may decline to offer you an “Incomplete” for any reason.

WHAT DO I NEED TO DO AFTER MY INSTRUCTOR HAS AGREED TO GIVE ME AN “INCOMPLETE” (OR “I” GRADE)?

Record the assignments you need to finish in order to complete the class and receive a final grade. Please use the form on the other side to track this information.

If your instructor agrees to give you an "Incomplete," ask for clear instructions about what you need to do in order to complete the class. Record this information in the space below:

Course Name: _____

Semester Enrolled in Course: _____

Assignments or Exams to be Completed:

Date(s) Assignment(s) will be Completed: _____

OR

Date(s) Exams will be Taken: _____

Student Signature: _____

Instructor Signature: _____

IMPORTANT: DO NOT RE-ENROLL IN THE COURSE!

If you take an "Incomplete" in a course, you will complete your remaining coursework in consultation with your instructor. **If you re-enroll in the same course, you will pay tuition a second time for a course that is still "In Progress."**
