

Incomplete (I) Grade Request for Engineering Students – Undergraduates

What is an Incomplete (I) grade?

If a student is unable to complete the final examination or other requirements at the end of the semester due to illness or other extenuating life circumstances, a temporary time extension may be granted to complete the small amount of outstanding coursework in the form of an Incomplete (I) grade*. A “Request for an Incomplete (I) Grade” form initiated by the College dean/advisor will be used to complete this process.

What students and instructors should know before starting the process for Incomplete (I) grade request?

Instructors play an important role in the Incomplete (I) grade process for undergraduates, but they do not grant Incomplete (I) grades. Only the student’s college may authorize such extension of time in individual cases, per the *Student Code**.

The dean/advisor in the College of Engineering (COE) office approves Incomplete (I) grades that involve:

- A reasonably small amount of outstanding coursework remaining (Instructor will document this on the form.)
- Extenuating circumstances beyond the student's control (COE will collect these details, not the instructor.)

Incomplete (I) grades are not granted to students who had the opportunity to complete the work, but did not.

What steps are taken to request the incomplete (I) grade?

1. The student is encouraged to communicate with their instructor(s) of the possible need for an Incomplete (I) grade and discuss a plan for completing the outstanding work in the course(s).
2. The student meets with a dean/advisor in 206 Engineering Hall. Alternatively, the student discusses the situation over email/phone if incapacitated (e.g. hospitalized). Students should provide extenuating circumstances documentation (e.g., letter from McKinley, Office of Dean of Students, etc.) to the dean/advisor at this time, if available.
3. The dean/advisor fills out their section of the form(s) using one form for each course.
4. A digital copy of the form(s) is then sent by the dean/advisor via email to the instructor(s) with the student in copy.
5. The instructor fills out their section of the form where he/she indicates the amount of work missing and overall performance in the class and document the completion plan**. The instructor then returns the form via email to the dean/advisor with the student in copy.
6. The dean/advisor will collect any additional information regarding the extenuating circumstances, if necessary, and make a decision. In making the decision, the dean/advisor will also consider the following factors:
 - The number of classes for which the student is requesting an Incomplete (I) grade.
 - The overall situation and/or academic performance of the student.
7. The student will be notified of the outcome via email. If the Incomplete (I) grade is granted, the student must sign the form and send it back to engineering@illinois.edu.

If the Incomplete (I) grade is approved, what needs to happen to complete the outstanding course work?

By the end of the 8th week of the following semester (not including summer), any outstanding work must be completed by the student and a final grade must be submitted by the instructor using a change of grade form. **Any Incomplete (I) grade that is not resolved by the end of the 8th week of the following semester turns into a Failing (F) grade per the *Student Code**.

*See <http://studentcode.illinois.edu/article3/part1/3-104/> for additional information about Incomplete (I) grades from the *Student Code* (§ 3-104).