Academic Policies and Procedures

Grades

Instructors must enter course grades in the student registration system by 5:00 p.m. on the second working day after the last final exam of the semester.

- Grades are available by logging in to Student Services in the student portal on the Utah Tech home page.
- A student must complete the Online Course Survey (often referred to as “student evaluations”) for each course to view grades at the end of a semester. A student who chooses not to complete the Online Course Surveys for all classes may be delayed in accessing their grades.
- A student must be in good standing (have no unpaid obligations to the University or other holds on their record) to view grades.

Grades are calculated into a student's GPA (grade point average) as follows:

Grade	Point Value	Notes
A	4.0	
A-	3.7	
B+	3.4	
B	3.0	
B-	2.7	
C+	2.4	
C	2.0	
C-	1.7	
D+	1.4	
D	1.0	
D-	0.7	
F	0.0	Fail
P	*	Pass
I	*	Incomplete
AU	*	Audit
W	*	Withdrawal
NC	*	No Credit
NG	*	No Grade Issued

* does not impact GPA

Incomplete (“I”) Grades

According to University Policy, a grade of “Incomplete” (“I”) may be issued **ONLY** in the following circumstances:

- The student has completed a substantial portion of a course and is unable to complete the coursework for a legitimate reason (e.g., serious illness or accident).
- The student is passing the course and needs to complete less than 20% of the coursework.
- Copies of the incomplete contract, signed by the instructor and the student, **MUST** be submitted to the appropriate department chair and the Registrar’s Office before an Incomplete grade will be entered on a students transcript.

An “I” grade must not be used in a way that will permit a student to retake the course without paying tuition.

- A student who receives an incomplete does not re-register for the class. If the situation requires that the student sign up for the class again, the instructor should give the grade that was earned. Ordinarily, completing the course will not require that a student attend class or complete the work by attending class.

Once the student has completed the coursework, the instructor must submit a Grade Change form to the Registrar’s Office.

- If the student does not finish the work or if the instructor does not submit a Grade Change form within one calendar year, an “I” grade will be changed to the higher of the following:

    - Grade earned by the student at the time of final grading in the semester when the "I" was issued, if such an alternate grade was entered by the instructor at the same time the "I' was entered.
    - "F" grade.
- Instructors may institute deadlines of less than one calendar year for the completion of coursework.
- An "I" grade will affect a student's financial aid in future semesters.
- Students have 30 days after the last day of final exams in their graduation semester to resolve any incomplete "I" grades.

Grade Changes

According to University Policy, grade changes may be made ONLY in the following circumstances:

- An incorrect grade was entered. If a student claims a grading error, they must notify the instructor no later than the last day of the following semester, excluding summer semester. Faculty are responsible for submitting a Grade Change form to the Registrar's Office.
- A student received an "I" grade, completes the work required to finish a class, and the instructor submits a Grade Change form within one calendar year of the "I" grade being issued.
- A student received an "I" grade, but no Grade Change form is submitted within one (1) calendar year of the "I" grade being issued. The grade is automatically changed to "F" or an alternate grade submitted by the instructor when the course was graded with an "I".
- A student's Exception to Policy petition was granted, or Academic Appeal was approved. Exception to Policy petitions must be received within four (4) calendar years of the grade being issued. Academic Appeals for a semester grade must be filed within 20 days of the final grading deadline for that semester.

Repeating a Course for a Higher Grade

If a student wants or needs to repeat a course for a higher grade, they must register and pay tuition and fees for the repeated class. The repeated course will remain on the transcript but, only **the most recent grade** earned in any course will be used in GPA calculations.

Previous grades and credit hours for the repeated course remain on the student's transcript but are not calculated in the GPA or total hours completed. Credit hours for repeated courses will be counted only once toward graduation and other requirements. Some programs may have limitations on which courses can be repeated for a higher grade. In addition, a student's financial aid may be impacted by repeating courses for a higher grade.

A student may repeat a course for a higher grade in the following circumstances:

1. The course was originally taken at Utah Tech and was repeated at Utah Tech. If the course prefix and number are the same, the **most recent grade** earned in a course will automatically replace a previous grade.
2. The course, originally taken at another institution, articulates to a Utah Tech course as determined by an existing articulation agreement or the appropriate Utah Tech department chair.
3. The course, originally taken at Utah Tech, was later repeated at another institution. If a course repeat is taken at another institution, the course must articulate to the previously taken Utah Tech course as determined by an existing articulation agreement or the appropriate University department chair. The student must submit an official transcript from the other institution.