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## Incomplete Grade Procedure

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### Purpose of Incomplete Grade

To allow a student to receive a grade of “I” (incomplete) for extenuating circumstances with one calendar year to complete the course.

### Policy

A grade of “I” (incomplete) is given by the instructor only when a student doing acceptable work is unable to complete a course because of illness or other conditions beyond the student’s control.

The grade of “I” should be granted only when the student can complete the unfinished work with the same instructor. However, an “I” may be completed with an instructor designated by the department chair if the original instructor becomes incapacitated or is not on campus. The student must arrange completion of the course requirements with the instructor.

The student has one calendar year from the date the grade of “I” is recorded to complete the course. A student **does not re-register or pay fees** for a course for which an “I” has been received in order to complete the course.

If the student completes the course within the calendar year, the instructor must submit the grade change using the Faculty Center, whether the student passed or failed the course.

Grades of “I” for undergraduate coursework received in the fall 1983 semester or thereafter that have been on a student’s record for more than one calendar year will be automatically changed to a grade of “E.” Grades of “I” for undergraduate coursework will be changed to a grade of “E” for purposes of evaluating graduation requirements at the point of degree conferral.

### Instructions

1. Provide the student with a [Request for Grade of Incomplete form](#) (if no grade has been reported) or submit a grade change on the Faculty Center (if a grade has been reported).
2. Complete the Request for Grade of Incomplete form, if applicable.
3. Provide the student with the student copy of the form and retain a copy of the form.
4. Forward a copy of the form to the department (each department maintains their own file of the forms).

- This information will enable the department to verify the completion of the Request for Grade of Incomplete, in case the instructor leaves the university within the year of course completion)
5. When the course work is completed (whether the student passed or failed):  
Submit a grade change on the Faculty Center.
- For instructions on how to submit a grade change, visit:  
<https://sst.clas.asu.edu/sites/default/files/requestgradechangelinked11.pdf>