

**The University of Arizona
Report of Incomplete Grade**

College _____ Department _____

This form is to be completed by the instructor issuing the “I” grade, signed by all parties, and filed in the department with a copy to the student.

Student’s name _____ SID# _____

Year & Semester Enrolled _____

Course Number and Title _____ Credit hours _____

The student must complete and submit the following work by _____ (date).

The following work must be completed either by the above date or within one year for the “I” to be removed and replaced by the appropriate grade. Specific information for any exams to be taken and for grading should be attached to the department copy of this form. The one year period starts on the last day of final exams of the term when the student was enrolled in the course. Thus, a student with an “Incomplete” grade for a course taken in Spring 2007 must submit the completed work no later than the last day of final exams for the Spring 2008 Semester. During the year that the “Incomplete” grade is active, **the student cannot re-enroll in the course to remove the “I.”** If the “Incomplete” grade is not replaced within one year, it changes to an “E.” Once the “I” has been replaced with a final grade, the student has the option of re-enrolling in the course and possibly using the Grade Replacement Opportunity (GRO). [Note: GRO policies differ for undergraduate and graduate courses.]

Describe what portion of the course remains to be completed and how the final grade will be determined after the required work has been completed and graded.

The University policy for issuing an “Incomplete” grade is stated in the University Catalogs. **An “Incomplete” can only be awarded at the end of the semester when all but a minor portion of the course has been satisfactorily completed, and when the student is unable to finish due to extremely unusual circumstances and/or exceptional hardship.** The grade of “I” is not to be awarded in place of a failing grade or when a student is expected to repeat the course; in such a case, the appropriate grade must be assigned. Students should make arrangements with the instructor to receive an “Incomplete” grade before the end of the semester. After the course work is completed, the appropriate grade will be submitted on a Change of Grade form to the Registration and Transcripts Office for processing.

Date _____ Student’s signature _____

Date _____ Instructor’s signature _____