

Instructors are required to use this form when assigning an **Incomplete (I)** grade. Please review important reminders about the [Incomplete Grade Policy](#) below and follow the instructions to complete the report.

The grade of I may be awarded, when the following criteria is met based on Instructor discretion to confirm the criteria:

- all but a minor portion of the course work has been satisfactorily completed.
- the student is unable to finish due to extenuating circumstances.
- it would be possible for the student to earn a passing grade once the remaining coursework is completed.

Additional guidance:

- Students should work with the instructor to discuss the opportunity to receive an Incomplete grade before the end of class.
- The grade of I is not to be awarded in place of a failing grade or when the student is expected to repeat the course; in such cases, a grade other than I must be assigned.
- If the incomplete grade is not removed by the instructor by the last day of finals after one year, the I grade will convert to a failing grade unless a Petition for Extension of Coursework for an Incomplete Course form is initiated and approved.
 - The one-year period starts on the last day of final exams of the term when the student was enrolled in the course. After the course work is completed, the instructor will assign the appropriate grade. The new grade will be included in the calculation of the student's GPA.
 - The guidelines for extension for Undergraduate and Graduate students and the instructions for requesting an extension can be found on the [Office of the Registrar website](#).

Instructions for Completing this Report of Incomplete Grade:

1. The instructor initiates this form and includes clear details on what work must be completed for the final grade to be issued.
2. The instructor will share the signed form with the student.
3. Both the instructor and student sign this agreement, and both should retain copies.

Term	Subject/Prefix	Course Number	Section	Units	Date student last attended class	Grade earned as of last date of attendance

The following work must be completed within one year for the I grade to be removed and replaced by an appropriate grade:

Student ID	Student Name – First and Last	Date
Instructor Signature - <i>electronic signature accepted if using official Arizona email account</i>		Date Signed
Student Signature - <i>electronic signature accepted if using official Arizona email account</i>		Date Signed