The University of Arizona
Report of Incomplete Grade

College_______________________________ Department ________________________________

Student’s name_________________________________________ SID# __________________________

Year & Semester Enrolled ________________________________ 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: Graduate students are not eligible for GRO.]

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 instructor will assign the appropriate grade through the Instructor Center Grade Roster
system.

Date __________ Student’s signature _________________________________________________

Date __________ Instructor’s signature _______________________________________________

11/5/07—Form approved by the Faculty Senate; 5/5/14—procedural updates made.