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REQUEST FOR GRADE OF INCOMPLETE

The grade of “I” (Incomplete) can only be given by an instructor when a student, who is doing otherwise acceptable work, is unable to complete a course (e.g., final exam or term paper) because of illness or other conditions beyond the student’s control. Unfinished work must be completed with the same instructor except under extenuating circumstances. **The completion date is determined by the instructor but may not exceed one calendar year from the date the mark of “I” is recorded.** Refer to the current *Catalog* for further details.

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| To be completed by the student and filed with the instructor at the time an “incomplete” grade is requested. |
| Name (Last, First, Middle)      | ASU I.D. No.      | Major      | Date of Request      |
| Local Address (No., Street, Apt.)      | City, State, Zip      | E-mail      | Phone      |
| Course Prefix and No.      | Title      | Schedule Line No.      | Semester Year      | Instructor Name      |
| Reason For Request      |
| I Expect to Be Incomplete In the Following:      |
| Proposed Completion Date      | Student Signature |
| **TO BE COMPLETED BY THE INSTRUCTOR.** Be explicit in the event that unexpected circumstances prevent you from processing the Change of Grade by the agreed date. |
| Student Must Complete The Following Work: |
| Grade Earned To Date | Grade To Be Awarded If Work Not Completed | Date Work To Be Completed And In Possession Of Instructor\* |  Approved[ ]  Approved [ ]  as modified [ ]  Disapproved |
| Instructor’s Signature | Date | Department Chair’s Signature | Date |

**\* Student has one calendar year from the date the mark of “I” is recorded to complete the course.**