

You have reached a form and process that has been updated.

Starting with the Spring 2024 term, the **process for assigning an Incomplete (I) grade has changed**. Instructors are required to include details of the work needed to resolve an incomplete grade **directly on the updated grade roster**, which now includes a “write-in” section for listing the remaining coursework. This process replaces the Report of Incomplete Grade form.

For more information on how to assign and manage the Incomplete (I) grade visit:
[Incomplete Grade Resource Guide](#)

Additional Resources:
[Incomplete Grade](#)
[Grades & the Grading System Policy](#)
[Instructor Center User Information](#)

Questions? Contact us: reg-grades@arizona.edu or (520) 621-3113.

Report of Incomplete Grade Office of the Registrar

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 complete the course.
- The grade of I is not to be awarded in place of a failing grade. In cases, a grade other than I must be assigned.
- If the incomplete grade is not removed, the student will receive a failing grade unless a Petition for Grade Change is filed.

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
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

Last updated December 2023