



## 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.

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*		<div>Approved</div> <div><input type="checkbox"/> Approved   <input type="checkbox"/> as modified   <input type="checkbox"/> Disapproved</div>			
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.