

## **Incomplete Grades (PhD Program)**

- **Purpose**

- To grant a student the ability to request and receive a grade of “I” (incomplete) for extenuating circumstances for a graduate course with the requirement that the student complete the course requirements with a passing grade within one calendar year.
- Additional program expectations for PhD students requesting a grade of incomplete are detailed below.

- **Source**

- University Registrar’s Office <https://students.asu.edu/forms/incomplete-grade-request> as approved by the Edson CONHI Academic Assembly and as found in the PhD Handbook.

- **Applicability**

All students enrolled in a PhD program at Edson College of Nursing and Health Innovation.

- **Protocol**

- In addition to the Student Services Manual (SSM 203-09), <https://www.asu.edu/aad/manuals/ssm/ssm203-09.html>, students with incomplete contract(s) filed in a PhD program at the Edson College of Nursing and Health Innovation may not file for an incomplete in subsequent semesters until the previous contract(s) are fulfilled; course requirements met, and grade change is submitted. Students must also have a grade of a B- or above entered for any corresponding former grade of Incomplete prior to starting a new semester as a Research Assistant.

- **Procedure**

- To request a grade of incomplete, students must complete the following steps:
  - Obtain the Request for Grade of Incomplete form available at <http://students.asu.edu/forms/incomplete-grade-request> and request the grade of incomplete to the instructor of the course.
  - Submit the instructor approved form to the PhD Program Office by email. The instructor must complete their portion of the form and should be explicit in the event that unexpected circumstances prevent the instructor from processing the grade change by the agreed date. This contract must be received by the PhD Program Office no later than 10 business days before grades are due.
  - Keep a copy of the final contract (signed by student, instructor and program director).

- Notify the PhD Program Office upon fulfillment of the contract so that the grade of Incomplete can be changed to the earned grade.
- Verify that the grade was entered.
- If a student has more than one outstanding grade of incomplete “I” in two consecutive semesters, they will be placed on academic probation as outlined in the Academic Program Progression protocol. See Satisfactory Academic Progress guidelines for the Graduate College at <https://graduate.asu.edu/resources-faculty-and-staff/student-academic-progress>