

**School of Social Work Incomplete Grade Policy:**

If you have submitted an Incomplete grade for a student, you are reminded that the "Request for Grade of Incomplete Form" needs to be completed and submitted with the copy of your grade roster . **Please note that the form requires the signatures of both the instructor of record and the student requesting the incomplete.**

Moreover, although university policy allows one calendar year for the completion of the work specified on the form, the SSW Committee on Academic Standards brought to Faculty Council for discussion the need to monitor more closely the issue of prerequisites for course sequences. The faculty voted to support the following:

*An Incomplete in a pre-required course will preclude registration in the course for which that prerequisite is needed until that Incomplete is removed. Faculty Associates must be made aware of this policy* (SSW Faculty Council Meeting Minutes, January 19, 1996).

In accord with the foregoing, please keep this policy in mind when negotiating the completion date of the required work. Therefore, **the deadline for clearing a grade of incomplete from a course that is listed in the ASU Catalog as a prerequisite is (dates will change from semester to semester).** This same date will apply for any outstanding grades from previous semesters if the course is a prerequisite for a course a student is currently registered for. **If Academic Services is not advised of a change of grade for the incomplete by the deadline, then we will process course(s) "drops" for any student registered for course(s) for that are listed in the Catalog as having a prerequisite**