

CANVAS: How to replace an Incomplete (I) or “No Report” (N) Grade

NO REPORT, N: An N is not a recognized grade or mark, it merely indicates the instructor has not submitted a grade and that a grade report has been requested. A no report (N) will automatically change to a grade of 'F' after one calendar year whether or not the undergraduate student enrolled during that period. If the N is outstanding at the time of graduation, it will be converted to a grade of 'F'. Undergraduate students will not graduate with N on their permanent record. Repeating a course will not resolve the N.

INCOMPLETE, I: An incomplete mark, “I”, may be assigned when the student is passing at the time of the request, but special circumstances beyond the student's control prevent completion of the course. In general, failing the final exam or project or not submitting course work as a result of inadequate preparation or learning are not valid excuses. An instructor is not obligated to allow an incomplete. The instructor and student complete a contract that details what must be done and a timeline for completion. The 'I' remains on the student's transcript and is accompanied by either an F or an instructor submitted grade when the contract is complete. The incomplete contract can be as short range as the instructor wishes and can not exceed one calendar year or the student's graduation term (whichever is earlier). A copy of the contract must be retained by the instructor until after the incomplete is resolved in case there are any questions in the future regarding the contract terms.

Note:

- An “I” or “N” grade can have unintended negative consequences for a student if they are expecting grade-based tuition reimbursement and because it remains on the student's long term transcript.

Process during the semester the course is offered:

1. The Instructor and student complete and sign an official Incomplete Contract, <https://www.registrar.iastate.edu/> > **Faculty & Staff** > [Faculty & Staff Forms](#) > **Incomplete Contract**
2. On the form, explicitly state what the student must do to complete the course and how long the student has to complete the stated work.
 - There's no **minimum** time frame guaranteed to the student, i.e. the instructor could stipulate that the student has 4 weeks to meet the work requirements.
 - The **maximum** contract time allowed is 12 months or the student's graduation term, whichever is first.
 - The submitted work is graded as per regular standards, i.e. simply submitting work does not guarantee a passing grade.

2. When submitting final grades for the class/section, change this student's grade to an "I" before the final submission click. This is done during the normal final grade submission period, through either AccessPlus or by using the Canvas> ISU Admin Tools grade submission process.

[Canvas Course Site for Incomplete Work:](#)

ISU requires that a new course account be created for the student to complete the Canvas portion of their work in. Depending on the course Settings selected, the student may not be able to see any of their assignment submissions and feedback in the original course.

[Calculating the grade after the 'Incomplete' is finished:](#)

If you want to enter scores earned in the new course account for incomplete work back into the past course to calculate a grade for the student, you will need to unclude the old course. This is done in ISU AdminTools > Manage Additional Settings > click both "conclude" toggles (right and bottom).

[How to submit a grade to Replace the original Incomplete, I:](#)

To replace the incomplete grade, 'I', the instructor completes the 'Grade Report: Change Letter Grade, or Resolve Non-Report or Incomplete' form in AccessPlus. The form then gets routed electronically to the Department Chair or Director of Graduate Education for approval.

- [Tutorial: Change Letter Grade or Resolve Non-report or Incomplete](#)