

# FORM FOR 'I' GRADE

Semester/Year	Student's Name (Print)	Student Number
Program/Course No.	Course Name	Instructor's Name (Print)

JUSTIFICATION	
<p><b>Note:</b> The Letter Grade 'I' is to indicate that the required work for a class has not been completed. An 'I' is given only when extenuating circumstances beyond the control of the student make it impossible to complete the required work within the prescribed time. Arrangements must be made between the instructor and the student prior to the end of the semester or term. This grade form specifying the work to be completed and the deadline for completion (up to a maximum of one year), prepared by the instructor and approved by the chairman, must be turned in to the registrar's Office with the grade roll.</p> <p>The 'I' Grade is never given when a student is failing or has failed a course.</p>	

ASSIGNMENTS TO BE COMPLETED - IN DETAIL

<b>DEADLINE DATE FOR COMPLETION (UP TO A MAXIMUM OF ONE YEAR):</b> _____	Date
<i>If the work has not been completed by the deadline for completion, the grade will automatically convert to an 'F'</i>	

Student's Signature _____	Date _____
Instructor's Signature _____	Date _____
Dean's/Dept. Chair's Signature _____	Date _____

<b>STUDENT INFORMATION</b>  Major _____ Phone _____  Address _____	<b>DISTRIBUTION</b> White - Registrar Green - Student Pink - Instructor Goldentod - Academic Advisor/Division
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*This form must accompany the grades turned in for classes in which the 'I' grades are given.*