



## REQUEST FOR "I" GRADE

Student's ID: \_\_\_\_\_ Student's Name: \_\_\_\_\_  
Semester/Year: \_\_\_\_\_ Student's School: \_\_\_\_\_

I was unable to fully participate in class this semester for \_\_\_\_\_ (days) (weeks) due to \_\_\_\_\_

\_\_\_\_\_ and was therefore unable to complete some course requirements as noted below. **Explanatory documents are attached.** I therefore request a temporary grade of "Incomplete" to allow me to complete outstanding course requirements. The professor and I agree to a final submittal date for all requirements of \_\_\_\_\_ (not later than midterm of the following semester or, when a course will be taken then for which this course is a prerequisite, the first day of classes.)

Course Number: \_\_\_\_\_ Course Name: \_\_\_\_\_

Remaining work: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### INSTRUCTOR'S RECOMMENDATIONS

By signing below, I accept the descriptions noted above and agree to work with the student to a limited degree to facilitate his or her completion of the course requirements.

\_\_\_\_\_  
Course Number    Instructor's name (printed)    Instructor's Signature    Date

### DEAN'S RECOMMENDATION

The request is ( ) is not ( ) recommended.

\_\_\_\_\_  
Associate Dean's name (printed)

\_\_\_\_\_  
Associate Dean's Signature

\_\_\_\_\_  
Date

**NOTE: A grade of "I" will automatically revert to a grade of "F" if the incomplete work is not completed in time.**  
Send copies of this completed form and all supporting documentation to the student's folder, the instructor, and the student.