

I-Grade Form

An incomplete (**I**) grade can **only** be submitted at the end of the semester if a student is **passing** but has a relatively **small amount** of course work left to complete - missed a test or the final examination, or has to submit a report or a term paper, etc. - before a final grade can be assigned.

Student's Name _____	Student ID#: _____
Course Title _____	Course Section: _____
Current Grade in Class _____	% of Overall Grade _____
Professor's Name _____	Semester: _____
Reason(s) for I grade: (Instructor)	

Work needed to complete the course: (**Professor**): Please give a precise description of what the student needs to do to remove the I grade.

Date by which work must be completed: _____ (month/Year)

Student: I, _____ have read and fully agree with the terms of this **contract**. I do understand that it is **my responsibility** to complete the work as described above, within the specified time frame, or within one calendar year from the semester in which the "I" was issued. Failure to do so, the "I" grade changes to an "F", on the last day of classes one calendar year from the semester in which the "I" was issued.

Student's Signature _____	Date: _____
Professor's Signature _____	Date: _____
Department Head's Signature _____	Date: _____
Dean _____	Date: _____
Vice President of Academic Affairs Signature _____	Date: _____

UPLOAD REQUIRED DOCUMENTS

Registration and Grade Request Checklist
Confirmation that student has acknowledged deadline
Full course gradebook sheet
Full course attendance sheet

Syllabus
Typed calculations of grade at time of request
Letter of rationale/justification from the instructor

Proposed Policy Statement

Processing an "I" grade

Before faculty can assign an "I" grade, the **I-Grade Submission Form** must be completed and signed by the professor and the student. This form must state clearly (1) the reason for the "I," and (2) the work necessary to complete the course.

Upon completion of the necessary work, the instructor must complete a **Change of Grade Form** and submit it to the Department Head and Dean who will check the **Change of Grade Section** of the **I-Grade Form**. Processing a **Change of Grade Form** without having completed the **I-Grade** will reflect negatively upon the professor. Repeated offenses will be handled with disciplinary action.

The Department Head will sign the **Change of Grade Form**, forward it to the Vice President of Academic Affairs for submission to the Registrar's office for processing.