



**"I" Grade Authorization Form**

Upon completion and submission of this form, the Admissions and Records Office is authorized to record an "I" (Incomplete) grade to course work for the student listed below.

Student's Name (Please Print)	Student ID #	Semester/Year
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Course #	Title	Credits	Instructor's Name
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_____ / _____ /20 ____ <b>Due Date for Incomplete to be finished.</b>	Indicate whether the student has been in attendance and doing passing work up to three weeks before the end of the semester. _____ YES      _____ NO
If a grade change has not been submitted to the Admissions and Records Office by the due date, the "I" grade will convert to an "F."	If "No," indicate why an "I" grade is authorized (extenuating circumstance): _____ _____ _____

Requirements to make up the "I" grade:

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Student's Signature	Date	Instructor's Signature	Date
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(See below for information on the Incomplete grade.)

Original--Office Copy      Photocopy--Instructor/Student

**Incomplete Grade**

An "I" (Incomplete) grade is given when, in the opinion of the instructor, there is strong probability the student can complete the course without retaking it. In all cases it is given at the discretion of the instructor within the following guidelines:

- \* the student has been in attendance and doing passing work up to three weeks before the end of the semester;
- \* the student is unable to complete the requirements of the course on time due to illness, death or illness in the immediate family, family emergencies, or military orders;
- \* the instructor sets the conditions for the completion of the course work including the time period which the work must be made up;
- \* the instructor prepares an "I" Grade Authorization Form which specifies the course work that must be made up as well as the time period within which the work must be completed. A copy of this form must be attached to the instructor's grade roster;
- \* unless extenuating circumstances exist, an "I" grade shall be made up within 12 months from the date assigned (or less at the instructor's discretion).
- \* an "I" grade changes to a failure ("F") if it is not made up by the due date.
- \* course work must be completed through the instructor who assigned the "I" grade.

**If a grade change has not been submitted to the Admissions and Records Office by the due date for completion, the "I" grade will convert to an "F."**