



Student _____

1. TO BE COMPLETED BY STUDENT OR INSTRUCTOR

Semester: _____ Last 4 digits of student's social security number: XXX-XX-_____
Course Department _____ Course Number _____ Course Section _____
Reason for requesting an "I" Grade for the course listed above: _____

2. TO BE COMPLETED BY INSTRUCTOR

The student named above can achieve satisfactory progress, has been attending class on a regular basis, has my permission to request an "I" grade, and must resolve the "I" grade under the conditions outlined below:
Date "I" grade must be resolved: _____
NOTE: Date can be no later than the first day of class of the next semester (including summer) unless approved by the Vice President, Academic Affairs (see section #5).

3. TO BE COMPLETED BY INSTRUCTOR AND STUDENT

INSTRUCTOR:
Signature: _____ Date: _____
STUDENT: I understand the information provided on this form. I understand that if I do not meet the conditions outlined in section #2, the "I" grade will be converted to an "F."
Signature: _____ Date: _____

4. TO BE COMPLETED BY PROGRAM DIRECTOR

APPROVED:
Signature: _____ Date: _____
NOTE: Send form to the Vice President, Academic Affairs if date to resolve "I" grade is beyond the first day of class of the next semester (including summer).

5. TO BE COMPLETED BY VICE PRESIDENT, ACADEMIC AFFAIRS (IF NECESSARY)

APPROVED for extension of date to resolve "I" grade as indicated in section #2:
Signature: _____ Date: _____