



REQUEST FOR "I" GRADE

Name _____ UIN _____ Major _____

Course Name _____ Course # _____ CRN # _____

Semester _____ Instructor Name _____

Extensions at the end of the semester are intended to allow the student to have additional time beyond the time grades are due. This is to accommodate extenuating circumstances, something beyond his or her control, which prevented him or her from completing some part of the course. It is not intended to give a student extra time to improve course work (which would be unfair to other students) or accommodate poor time management. Examples of circumstances justifying an "I" grade are: loss of class time due to documented illness or injury, personal trauma, breakdown of equipment critical to project or significant absence of instructor.

Reason for the "I" request:

Is this the only "I" grade you are requesting this semester? Yes [] No []

If you are requesting an "I" grade for more than one course, please list all courses for which you are requesting an "I" grade.

Students: DO NOT write below line (for instructor use only)

Is the amount of remaining work for this course of the type and quantity that is appropriate to be completed on an independent basis?
Yes [] No []

Will you be able to submit a final grade for the student at the time he or she expects to complete the work?
Yes [] No []

Has the student been participating satisfactorily in the course?
Yes [] No []

Date by which the student is to have the coursework completed _____

Comments:

Instructor Signature _____ Date _____

Instructors: DO NOT write below line (for college use only)

[] Approved [] Denied Signature _____ Date _____