

Incomplete (“I”) Grade Request Form

An “I” grade can only be issued if all of the following criteria is verified: (1) the student is passing the course, (2) after the course withdrawal date, or (3) during the last month of the semester, and (4) the student has experienced extenuating circumstances. This form must be accompanied by all supporting documentation - original or certified copies of medical reports, legal documents, etc. **Please type or print.**

I. STUDENT INFORMATION (to be completed by the student)

Name: _____, _____
Last *First*

Student No. _____ Email: _____ @ famu.edu

Address: _____
Street

_____ (_____) _____ - _____
City *State* *Zip Code* *Telephone*

II. COURSE INFORMATION (to be completed by the student)

Title: _____ - _____ - _____ - _____ - _____
Prefix *Catalog Number* *Section* *Class Number* *Semester* *Year*

Are you currently passing the class? Yes No When did you last attend the class? _____

III. EXTENUATING CIRCUMSTANCES (to be completed by the student; documentation must be attached)

What is the basis for the “I” grade request? _____

III. AGREEMENT (to be completed by the student)

By _____ (insert date), I will complete the following tasks under the guidance of the professor.

Check All That Apply: Final Examination Projects (s) Assignment (s)
 Exams(s) Quiz Other _____

Provide additional detail: _____

Student Signature *Date*

IV. FACULTY INFORMATION (to be completed by the professor)

Name: _____, _____
Printed Last *Printed First*

Signature *Date*

Did the student provide sufficient documentation? Yes No

Is the student attending class? Yes No, last date _____

What are the student's current grades?

Assignment	Grade	% or weight	Points of total

Is the student passing the class? Yes No. The student's current overall grade of _____ represents _____ % of the final grade. How will the final grade be calculated? _____

By what date must the work be completed? _____

V. APPROVALS: (to be completed by the college or school administrator)

School or College-level Chair/Department Head/Designee Signature *Date*

Dean *Signature* *Date*

VI. COMMUNICATION: (to be completed by the student)

I _____ received a copy of this fully executed "I" grade request form.
(Print Name)

Student *Signature* *Date*