

I-GRADE FORM

Responsibilities:

- Professor: Confer with your Academic Dean, prepare this form, code student's grade in Populi as "Incomplete", provide a copy of this form to the student, change the student's grade in Populi, turn-in the completed/signed form to the Registrar.
- Registrar: Convert student's grade according to the completed form or as an "F" if the suspense date is missed, file I Grade form in student's academic file.
- Student: Complete course work before the suspense date.

Name of Student

School Year & Semester

Name of Course

Name of professor

Reason for Incomplete & coursework to be completed:

Work is due in professor's office on (to allow for grading):

(mm/dd/yyyy)

Grade is due in the registrar's office on (NLT 4 weeks after start of the next semester):

(mm/dd/yyyy)

If grade is not received by the above date, the "I" grade automatically becomes an F for the course.

Grade to be recorded in place of the "I"

Comments (if necessary):

Signature of professor

Date