



Office of the Registrar
8100 Hwy. 71 South
Alexandria, LA 71302
Phone: (318) 473-6424

Request for "I" Grade

Full Legal Name (Last, First MI): _____	Student ID #: _____
Email Address: _____	Date of Birth: _____
Address: _____	
Course & Section Number: _____	
Semester & Year of Course: _____	
Student's Department of Record: _____	

An "I" is requested in the above mentioned course for the following reason:

Proposed contract of assignments/steps to complete the course: **Please note this contract must be completed by the 5th day of classes of the following semester (Fall and Spring – Full Session). Online classes (ELearn 1, 2 and 3, etc.), contract must be completed by the end of fourth week of the following term.*

_____	_____
_____	_____
_____	_____

"I" Grade Regulations

Work that is of passing quality but is incomplete because of circumstances beyond the student's control may be marked "I" (Incomplete). It is the student's responsibility to initiate the request for an incomplete grade. An "I" grade is given only upon the approval of the course instructor. A contract of specific assignments/steps must be established between the student and instructor in order for this request is granted. *Please list those above.*

If authorization for the incomplete grade is not received prior to submission of final grades for the course, the instructor is to consider the delinquent work to be of failing quality, and an "I" is not to be given. The "I" will be converted to "F" unless it is removed prior to the deadline stated above. The conversion of the "I" takes place in the next regular semester/term following the assignment of the "I" grade. It is the responsibility of the student to make arrangements with the instructor for removing the "I" before this deadline.

My signature below certifies that I read, understood, and received a copy of the "I" grade regulation stated above.

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____