

I GRADE REQUEST

Work which is of passing grade but which, because of circumstances beyond the student's control, is not complete may be marked I (incomplete). Under normal circumstances, the request for an I grade must be made prior to the final examination date for the course in which the I grade is being requested. An I grade is given only upon receipt by the instructor of appropriate authorization from the Office of Academic Affairs. If authorization is not received, the instructor is to consider that the delinquent work is of failing quality, and an I grade is not to be given. It is the responsibility of the student to initiate the request for authorization. The student can bring in, mail, or fax a request for an I grade addressed to the Vice Chancellor for Academic Affairs. This request must include written documentation by the student why he/she is requesting the I grade and what subject(s) the I grade is being requested and the instructor(s) name. Any supporting documents (medical, legal, receipts, etc.) should be attached to request. The request must have the student's signature, social security number, address, and phone number. Upon receipt of the above-mentioned material, the Vice Chancellor for Academic Affairs will review information and if approved, a memorandum will be sent to the appropriate faculty members instructing them that an I grade may be given if work is of passing quality.

A grade of I will be converted to F unless it is removed prior to the deadline for adding courses for credit as published in the University calendar. The conversion of the I grade takes place in the next regular semester immediately following the semester the I grade was issued. Students must contact instructor(s) to make arrangements to make up delinquent work.

In extraordinary cases, the Chancellor may authorize that the I grade become permanent or may authorize an extension of time for removing the grade. A student may not repeat a course for which the LSUE grade of record is an "I".

I have read and understand the above information on requesting, receiving, and making up I grade(s).

I understand that failure to make up work in the last day to add classes in the next regular semester following the I grade was issued will result in the I grade being converted to a grade of "F".

Student Name

Date

Address

Student ID#

City, State, Zip

Phone Number

Briefly state reason for request and attach documentation if needed: