

OFFICE OF THE REGISTRAR
I-GRADE AUTHORIZATION FORM

REVISED MAY 2014

Students MAY NOT deliver this form to the Registrar's Office; this form must be submitted by the instructor, department head, or Dean of Students. Upon submission of this completed form, the Registrar is authorized to record an "I" (Incomplete) grade for the student's course, as detailed on this form and as per MSU I-Grade policy stated in the University Catalog.

STUDENT:

STUDENT NAME (LAST, FIRST):	STUDENT ID#:
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COURSE:

YEAR:	SEMESTER: <input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER				
CRN:	SUBJECT:	NUMBER:	SECTION:	CREDITS:	TITLE:
INSTRUCTOR:				DEPARTMENT OFFERING COURSE:	

AUTHORIZATION REQUIREMENTS:

<p>HAS THE STUDENT SATISFACTORILY COMPLETED 75% OF THE COURSEWORK? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IF "NO," EXPLAIN WHY AN I-GRADE IS AUTHORIZED:</p>

REASON FOR REQUEST:

<p><input type="checkbox"/> ACADEMIC REASONS: <i>An instructor may assign an I grade, <u>subject to the department head's approval</u>, in cases when a student has been unable to complete course requirements for reasons such as apparatus or equipment failure, death or disease in experimental animals, delays in material shipments from suppliers, or in other unusual academic circumstances which are clearly beyond the student's control.</i></p> <p>⇒ DEPT. HEAD SIGNATURE: _____ DATE: _____</p>
<p><input type="checkbox"/> PERSONAL REASONS: <input type="checkbox"/> DEAN OF STUDENTS SIGNATURE REQUESTED. <i>An instructor may assign an I grade in cases of personal hardship when students have been unable to fulfill their commitments because of illness, death or illness in the immediate family, family emergencies, or military orders. <u>At the instructor's request</u>, The Dean of Students will verify personal hardship cases.</i></p> <p>⇒ IF REQUESTED DEAN OF STUDENTS SIGNATURE: _____ DATE: _____</p>

REQUIREMENTS FOR COMPLETION:

<p>REQUIREMENTS FOR I-GRADE MAKE-UP:</p>
<p>DEADLINE FOR I-GRADE MAKE-UP: _____</p> <p><i>Unless an alternate date is specified by the instructor, an I grade shall be made up no later than the end of the following semester (excluding summer session). An instructor may extend the specified completion time by submitting the required documentation to the Registrar's Office before the reversion grade takes effect. An I grade may not be extended beyond one calendar year. An I grade not made up in the prescribed length of time or within one calendar year lapses to an F.</i></p>

⇒ **INSTRUCTOR'S SIGNATURE:** _____ **DATE:** _____